

## Shelly Brown

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**From:** Shelly Brown  
**Sent:** Thursday, March 28, 2019 1:41 PM  
**To:** 'Anita Leach (nitlea602@msn.com)'; 'Becca Daltroff'; 'Bill Bridgeman (bbridgeman@gphxul.org)'; 'Bill Condra (condra.billy@jobcorps.org)'; 'Bill Stark'; 'Career Services'; 'Career Services (cssupport@careered.com)'; 'David Torres (dtorres@cras.org)'; 'Eboni Farmer (farmere@mail.maricopa.gov)'; 'Elizabeth Mariscal (elizabeth.mariscal@friendlyhouse.org)'; 'Goodwill'; 'Harvey Thomas (thomas.harvey@jobcorps.org)'; 'James Montoya (workforce@friendlyhouse.org)'; 'Janet Dragoo (jdragoo@peckham.org)'; 'Janet Shines (janet@azoic.org)'; 'Janice Podzimek'; 'Jenorah Keegan (jenorah.keegan@gccaz.edu)'; 'Jessica Brosilo (careercenter@gatewaycc.edu)'; 'Kathy Johnson (johnsonk019@mail.maricopa.gov)'; 'Lauren Antone (lantone@phxindcenter.org)'; 'Maria Miquirray (Maria.miquirray@cplc.org)'; 'Mei Lin Ford.'; 'Michael Petry'; 'Michael Wong (mike.wong@asu.edu)'; 'Patricia Morales- Olagua (pc-career-services@phoenixcollege.edu)'; 'Schaun Owens (admin@naacpmaricopaz.org)'; 'Stan Bindell (thebluesmagician@gmail.com)'; 'Steve Grosz (sgrosz@evit.com)'; 'Steven Southall'; 'Stump, Timothy, J (Tim)'; 'Tera Calhoun'; 'Thomas, Rashaad'; 'Welch, Terell, O'  
**Subject:** Recruitment - Promotion Coordinator , Program Director, Receptionist  
**Attachments:** KKFR Program Director\_Job Description.pdf; KKFR Program Director\_Job Description.doc; Promotions Coordinator 3-25-19.pdf; Promotions Coordinator 3-25-19.docx; Receptionist Job Description.docx; Receptionist Job Description.pdf; Return Receipt Request.docx

Dear Employment Specialist,

Your organization has requested to be notified as job openings occur at our radio stations. If you know of any other organizations that would be interested in notification, please share our information. If you would like to have your organization removed from our outreach list, please let me know. I can be reached at [sbrown@rivierabroadcasting.com](mailto:sbrown@rivierabroadcasting.com) or 602-682-9323.

We are currently recruiting for the following positions:

**Program Director**  
**Promotions Coordinator**  
**Receptionist**

I have enclosed the job description and ask that you please post these at your respective locations. Thank you for your help in our recruitment efforts!



March 28, 2019

TO: Recruiter  
FROM: Shelly L Brown  
Riviera Broadcasting  
602-648-9800  
sbrown@rivierabroadcasting.com

This is to acknowledge that you have received a letter from Riviera Broadcasting seeking men, women and minority referrals for the following positions:

- Program Director – KKFR
- Promotions Coordinator
- Receptionist

The following action (has been) (will be) taken:

Are there other organizations you could recommend that may like to receive future job opening information?

Organization Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and date this letter and fax to my attention (602-682-9423) or email sbrown@rivierabroadcastin.com Thank you.

Riviera Broadcasting is an Equal Opportunity Employer  
*Would you prefer to receive job opportunities via e-mail? Please e-mail me at sbrown@rivierabroadcasting.com*



Riviera Broadcasting, LLC  
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