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December 13, 2023

Ms. Elizabeth E. Goldin  
Assistant Chief, Investigations & Hearings Division  
Enforcement Bureau  
Federal Communications Commission  
45 L Street, NE  
Washington, D.C. 20554

Re: **Response to Broadcast EEO Audit Letter**  
Cumulus Licensing LLC  
Station KTOP(AM), Topeka, Kansas  
Facility ID 62236

Dear Ms. Goldin:

Cumulus Licensing LLC (“Cumulus”), licensee of radio station KTOP(AM), Topeka, Kansas, hereby submits its Response to your letter of October 30, 2023 (“EEO Audit Letter”) concerning the Station’s compliance with the Commission’s Equal Employment Opportunity Rule, 47 C.F.R. § 73.2080. KTOP is part of a station employment unit based in Topeka, Kansas, that includes stations KDVV(FM), Topeka, Kansas (Facility ID 62237), KMAJ(AM), Topeka, Kansas (Facility ID 42014), KMAJ-FM, Carbondale, Kansas (Facility ID 42012), KTOP-FM, St. Marys, Kansas (Facility ID 60034), and KWIC(FM), Topeka, Kansas (Facility ID 39997). For this reason, Cumulus’s Response to the EEO Audit Letter involves the entire Topeka SEU.

To comply with the procedures presented in Item 5(a) of the aforementioned EEO Audit Letter, Cumulus is uploading its Response into the online public inspection file of each station in this SEU.

If there are any questions about this submission, please contact undersigned counsel to Cumulus Licensing LLC.

Sincerely,

A handwritten signature in black ink that reads "Mark N. Lipp".

Mark Lipp

Enclosures

## DECLARATION OF RICHARD S. DENNING

I, Richard S. Denning, hereby declare as follows:

I am Executive Vice President and General Counsel of Cumulus Licensing LLC, licensee of radio station KTOP(AM), Topeka, Kansas (Facility ID 62236), which is part of a station employment unit based in Topeka, Kansas, that includes stations KDVV(FM), Topeka, Kansas (Facility ID 62237), KMAJ(AM), Topeka, Kansas (Facility ID 42014), KMAJ-FM, Carbondale, Kansas (Facility ID 42012), KTOP-FM, St. Marys, Kansas (Facility ID 60034), and KWIC(FM), Topeka, Kansas (Facility ID 39997) (collectively, the "SEU"). The stations in this SEU are commonly owned through indirect subsidiaries ultimately owned and controlled by Cumulus Media Inc. (collectively, "Cumulus"). This Declaration and the attachments provided hereto are being submitted in response to a letter dated October 30, 2023 (the "Audit Letter") from Elizabeth E. Goldin, Assistant Chief, Investigations & Hearings Division, Enforcement Bureau, Federal Communications Commission ("FCC"), concerning a random audit of the SEU's compliance with the FCC's equal employment opportunity ("EEO") rule, 47 C.F.R. § 73.2080.

In response to Question 2(b) of the Audit Letter, the SEU employs five (5) or more full-time employees as the term is defined in Section 73.2080(e)(1) of the FCC's rules.

In response to Question 2(b)(i) of the Audit Letter, copies of the SEU's two most recent EEO public file reports, as described in 47 C.F.R. § 73.2080(c)(6), are included as Attachment A.

In response to Question 2(b)(ii) of the Audit Letter, the website of each station in the SEU is as follows: KTOP(AM), [www.ktop1490.com](http://www.ktop1490.com); KDVV(FM), [www.v100rocks.com](http://www.v100rocks.com); KMAJ(AM), [www.kmaj1440.com](http://www.kmaj1440.com); KMAJ-FM, [www.kmaj.com](http://www.kmaj.com); KTOP-FM, [www.topekacatcountry.com](http://www.topekacatcountry.com); and KWIC(FM), [www.eagle993.com](http://www.eagle993.com). A copy of the current EEO public file report is on or linked to each of the above websites.

In response to 2(b)(iii) of the Audit Letter, documentation concerning the recruitment sources used to fill each full-time position during the period covered by the EEO public file reports mentioned above is included in Attachment B, and, pursuant to the Audit Letter, this response provides one such notice for each position filled. The SEU's standard practice is to retain copies of job vacancy announcements that are sent to all recruitment sources, as required by Section 73.2080(c)(5)(iii). Further, this response also produces the job vacancy announcements sent to the recruitment sources that have notified the SEU that they want to be informed about the SEU's job openings, as described in Section 73.2080(c)(1)(ii).

In response to 2(b)(iv) of the Audit Letter, the Vacancy Data Forms included in Attachment B contain data regarding (a) the total number of interviewees for each full-time vacancy, and (b) the referral source for each interviewee for each full-time vacancy filled during the period covered by the EEO public file reports.

In response to 2(b)(v) of the Audit Letter, documentation of the SEU's performance of the recruitment initiatives as described in §73.2080(c)(2) during the relevant time period is

included in Attachment C. SEU personnel involved in the recruitment initiatives are identified in Attachment C as well. Although these stations are located in a market with a population of more than 250,000, this SEU only employs ten (10) full-time employees. As a result, the SEU is required to perform at least two (2) recruitment initiatives during a two-year period.

In response to 2(b)(vi) of the Audit Letter, Cumulus affirms that it is not aware of any pending or resolved discrimination complaints filed against this SEU during the time period covered by this response.

In response to 2(b)(vii) of the Audit Letter, Cumulus has established and implemented a company wide EEO compliance plan. At the corporate level, Cumulus recognizes the importance of EEO compliance and has communicated the importance of complying with the FCC's broad outreach and recordkeeping requirements to employees at all levels within the company, including its national, regional, and local personnel. Cumulus previously engaged its outside communications counsel to conduct comprehensive FCC EEO training sessions, which were mandatory for all market and business managers. Those training sessions were followed by the distribution of written compliance materials to key personnel in each station employment unit who have recruitment and hiring responsibility. These materials continue to be an excellent resource. The SEU's compliance efforts also include identifying Cumulus' efforts to afford equal employment opportunities to employees through statements disseminated in job applications and vacancy announcements posted in conspicuous areas within the workplace.

Cumulus relies on outside communications counsel to address questions and concerns related to FCC EEO compliance as they arise and to review annual EEO public file reports for many of its station employment units. As General Counsel to Cumulus, I conduct comprehensive FCC EEO training sessions and confer with outside counsel to ensure that these presentations, which are mandatory for all Market Managers, Regional Vice Presidents, and HR Business Partners, are up to date.

Since the focus of this Response covers reporting periods from February 1, 2021, through January 31, 2023, this description explains practices at the local level which changed during the second reporting period. The SEU's Market Manager ("MM") and Business Manager ("BM") had primary responsibility for implementing and overseeing the EEO program and were knowledgeable about the company's EEO policies and hiring practices. The MM and BM worked together to ensure that compliance efforts were observed. They, in turn, interacted with managers in the Market that had hiring authority as well as the corporate Human Resources department to ensure that appropriate procedures were followed. The BM maintained the SEU's Master Recruitment Source List ("MRSL"), which included a variety of recruitment sources including the Cumulus careers website, and made sure that notifications about job openings were posted and distributed appropriately. When a decision was made to hire a new employee in the Market, the BM obtained the necessary information from the hiring manager to post the job vacancy announcement(s). Job vacancies were always posted on the Cumulus careers website, which automatically routed these announcements to a specific group of recruitment sources. The description of each job vacancy and the required qualifications determined whether other recruitment sources were notified. Once a position was posted on the Cumulus careers

recruitment site, the System sent an approval notice to the President of Cumulus Operations for final authorization of management position postings and to the MM for final authorization of all other position postings. Once a posting was finalized, the System notified the hiring manager as applicants applied, and it was the responsibility of the hiring manager to track interviewees and associated recruitment sources. Once a hiring decision was made, the hiring manager returned the interviewee information to the BM.

As mentioned previously, in 2021 Cumulus began to implement a major plan to reorganize at the corporate level that would eventually affect the EEO program of all its Markets. Over time many of the FCC EEO functions previously handled by the company's BMs were turned over to its Human Resources department. The Department's Director of Centralized HR Operations & Talent Acquisition assembled a group of HR specialists referred to as HR Business Partners ("HRBP") to assist with outreach efforts. The HRBPs are assigned to specific markets and help with vacancy-specific and general outreach, working closely with the MM and hiring managers. They also assist with the preparation of annual EEO public file reports and confirm that these reports are uploaded into the stations' online public inspection files and posted on station websites in a timely manner.

Always keeping its general outreach obligations in mind, this SEU far exceeded the required number of supplemental recruitment initiative points during this two-year period, even though events it may have hosted or participated in were not scheduled due to the COVID-19 pandemic. Because of the concern about in-person events, Cumulus offered a variety of virtual training sessions to management and/or staff. One such session focused on compliance with FCC EEO rules, while other sessions concentrated on creating a diverse, inclusive, and healthy workplace environment. This SEU also hosted and promoted numerous virtual job fairs during the entire two-year period (*almost one a month*) that showcased Cumulus as well as a variety of local businesses. Additionally, given its close relationship with the Kansas Association of Broadcasters ("KAB"), all SEU stations heavily promoted the KAB EEO Scholarship Program over the air and on station websites during both reporting periods. The SEU's MM reviewed applications received from candidates interested in a KAB scholarship and submitted his recommendations to the KAB Scholarship Committee.

In response to 2(b)(viii) of the Audit Letter, the SEU understands that it must periodically analyze the effectiveness of its EEO recruitment program by reviewing the productivity of the recruitment sources listed therein in terms of both the quantity and quality of the interviewees that are being generated from those recruitment sources, as well as the results that are being generated from its recruitment initiatives. Accordingly, the SEU typically examines its EEO program on an annual basis. It also conducts periodic brainstorming sessions to share ideas about improving its vacancy-specific recruitment efforts as well as its general outreach to better inform the Topeka community and its surrounding neighbors about career opportunities in broadcasting. It should be noted that if any EEO issues arise that warrant special attention, the SEU convenes separate meetings with appropriate personnel to discuss these issues. Since April 2021 when the HR department assumed more responsibility in this process, it coordinated with an arm of CareerBuilder, Broadbean Technology, to incorporate numerous diversity sites and

additional local sources into its MRSL, which are automatically contacted when a full-time position is available. This is demonstrated in the outreach conducted for positions that were posted during the 2022 and 2023 reporting periods.

In response to 2(b)(ix) of the Audit Letter, the SEU makes a concerted effort to comply with all federal, state and/or local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that the SEU is providing equal employment opportunity and is not discriminating against employees or job applicants. Accordingly, the SEU's MM and department managers, together with Cumulus's corporate Human Resources Department, review the compensation, benefits, promotions, and other employment practices of the SEU to ensure that they are fair and are based solely on an employee's experience and performance record. Further, in hiring a new employee, all responsible parties consider an applicant's experience to determine whether they are qualified for the position and analyze the candidate's past performance to determine their likelihood for success. The SEU's employment practices are the ultimate responsibility of its MM, Nicola "Nic" Merenda, who works in conjunction with in-house counsel at Cumulus headquarters and, when applicable, outside employment and labor counsel.

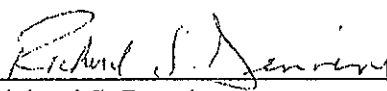
In response to 2(b)(x) of the Audit Letter, Cumulus Licensing LLC, is not a religious broadcaster.

[SIGNATURE ON THE FOLLOWING PAGE]

**SIGNATURE PAGE TO  
DECLARATION OF RICHARD S. DENNING**

I hereby declare under penalty of perjury that the foregoing is true and correct to the best of my knowledge and belief.

Signed and dated this 12<sup>th</sup> day of December 2023.

  
Richard S. Denning

## **Attachment A**

**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM) and KDVB(FM)  
EEO PUBLIC FILE REPORT  
February 1, 2021-January 31, 2022<sup>1</sup>**

**I. VACANCY LIST**

See Section II, the "Master Recruitment Source List" ("MRSL") for recruitment source data

Job Title	Recruitment Sources ("RS") Used to Fill Vacancy	RS Referring Hiree
Program Director KDVV(FM)	2-26, 29-30	30
Morning Show Host KMAJ(FM)	2-7, 10-12, 14-16, 18, 20-26, 28-29	18
Administrative / HR Assistant ( <i>all SEU stations</i> )	2-7, 10-12, 14-16, 18, 20-26	26
Promotions Director ( <i>all SEU stations</i> )	2-7, 10-12, 14-16, 18, 20-28	26

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<sup>1</sup> This Report was revised in December 2023 to address reporting issues.



**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM) and KDVB(FM)  
EEO PUBLIC FILE REPORT  
February 1, 2021-January 31, 2022**

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<b>American Business Women’s Association Career Chapter</b> webmaster@abwa-career.org	N	0
2	<b>American Business Women’s Association KEEN Chapter</b> info@keentopeka.org	N	0
3	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0
4	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
5	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
6	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
7	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
8	<b>Fort Hayes State University</b> Career Services 600 Park Street Hays, KS 67601 careers@fhsu.edu	N	0

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
9	<b>Friends University</b> Career Services 2100 West University Street Wichita, KS 67213 career@friends.edu	N	0
10	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
11	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobrunner@kansascommerce.com	N	0
12	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
13	<b>Kansas State University</b> Career Services Student Union, First Floor Manhattan, KS 66506 ces@k-state.edu	N	1
14	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
15	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
16	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
17	<b>Washburn University</b> Career Services 1700 SW College Ave Topeka, KS 66621 Career.services@washburn.edu	N	0
18	<b>Cumulus Careers Website</b> ( <a href="http://www.cumulusmedia.jobs.net">www.cumulusmedia.jobs.net</a> )	N	15

<b>RS Number</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification? (Yes/No)</b>	<b>No. of Interviewees Referred by RS Over Reporting Period</b>
19	<b>On-Air Announcements</b> ( <i>all SEU stations</i> )	N	0
20	<b>Adunza</b> ( <i>www.adzuna.com</i> )	N	0
21	<b>Glass Door</b> ( <i>www.glassdoor.com</i> )	N	0
22	<b>Job Is Job</b> ( <i>www.jobisjob.com</i> )	N	0
23	<b>My Job Helper</b> ( <i>www.myjobhelper.com</i> )	N	0
24	<b>Oodle</b> ( <i>www.oodle.com</i> )	N	0
25	<b>Trovit</b> ( <i>www.trovit.com</i> )	N	0
26	<b>Indeed</b> ( <i>www.indeed.com</i> )	N	6
27	<b>Kansas Assoc. of Broadcasters</b> ( <i>www.kab.net/jobs/</i> )	N	0
28	<b>All Access</b> ( <i>www.allaccess.com</i> )	N	0
29	<b>Word-of-Mouth Referral</b>	N	2
30	<b>Walk-In/Self Referral</b>	N	2
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			<b>25</b>

**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM) and KDVB(FM)  
EEO PUBLIC FILE REPORT  
February 1, 2021-January 31, 2022**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2021, our SEU's Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race &amp; Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don't look, think, act, and problem solve like them.
2	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 11, 2021, our SEU's Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.
3	Host Virtual Job Fair (11)	Between March 22, 2021 and January 28, 2022, our SEU hosted virtual job fairs on a monthly basis, for a total of eleven in 2021/2022. Given the current environment, our SEU decided to use the powerful combination of radio, digital, and a virtual hiring event to showcase local businesses, their missions, and their open positions. These events were promoted between February 2021 and January 2022, and proved to be appreciated and successful events.
4	Participate in a Scholarship Program	The KAB and KAB Foundation extend scholarships to worthy students annually. During the month of April 2021, our SEU promoted the Kansas Association of Broadcasters ("KAB") EEO Scholarship Program with approximately 700 promos. In May 2021, our Market Manager was part of a select group appointed to review the scholarship applications.  Starting January 1, 2022 until May 1, 2022, our SEU is again participating in the KAB EEO Scholarship Program. Our SEU has pledged 350 spots per station during this time period to support this program.

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
5	Management-level training regarding Diversity, Equity, and Inclusion	During the month of December 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers – Market Manager, Operations Manager, Business Manager, Local Sales Manager, Digital Sales Manager, and Promotions Manager – as well as the Program Directors were required to complete courses online using ThinkZoom. Participants viewed five segments entitled “Working Well With Everyone,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
6	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of December 2021, our SEU participated in harassment prevention training. All hiring managers – Market Manager, Business Manager, Operations Manager, Program Directors, and Chief Engineer – were required to complete a course prepared by Mineral entitled “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following completion of the tutorial.

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM), KDVV(FM)**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023<sup>1</sup>**

**I. VACANCY LIST**

See Section II, the “Master Recruitment Source List” (“MRSL”) for recruitment source data

<b>Job Title</b>	<b>Recruitment Sources (“RS”) Used to Fill Vacancy</b>	<b>RS Referring Hiree</b>
Account Executive	1-30, 33-34, 37-48	30
On-Air Personality	1-29, 32, 34, 36-49	36
Account Executive	1-30, 33-34, 37-48	30

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<sup>1</sup> This Report was revised in December 2023 to address reporting issues.

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM), KDVV(FM)**  
**EEO PUBLIC FILE REPORT**  
**February 1, 2022 – January 31, 2023**

**II. MASTER RECRUITMENT SOURCE LIST (“MRSL”)**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
1	<b>Cumulus Careers Website</b> <a href="http://www.cumulusmedia.jobs.net/en-US/">www.cumulusmedia.jobs.net/en-US/</a>	N	3
2	<b>Adzuna Website</b> <a href="http://www.adzuna.com/">www.adzuna.com/</a>	N	0
3	<b>Job Is Job Website</b> <a href="http://www.jobisjob.com/">www.jobisjob.com/</a>	N	0
4	<b>MyJobHelper Website</b> <a href="http://www.myjobhelper.com/">www.myjobhelper.com/</a>	N	0
5	<b>Oodle Website</b> <a href="http://www.jobs.oodle.com/careers/careers/">www.jobs.oodle.com/careers/careers/</a>	N	0
6	<b>The Job Spider</b> <a href="http://www.jobspider.com/">www.jobspider.com/</a>	N	0
7	<b>Trovit Website</b> <a href="http://www.trovit.com/">www.trovit.com/</a>	N	0
8	<b>Indeed Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.indeed.com">www.indeed.com</a>	N	4
9	<b>Glassdoor Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.glassdoor.com/index.htm">www.glassdoor.com/index.htm</a>	N	0
10	<b>LinkedIn Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.linkedin.com/jobs/">www.linkedin.com/jobs/</a>	N	0
11	<b>Abilities in Jobs</b> <a href="http://www.abilitiesinjobs.com">www.abilitiesinjobs.com</a>	N	0
12	<b>Asian in Jobs</b> <a href="http://www.asianinjobs.com">www.asianinjobs.com</a>	N	0
13	<b>Black In Jobs</b> <a href="http://www.blackinjobs.com">www.blackinjobs.com</a>	N	0
14	<b>Hispanic In Jobs</b> <a href="http://www.hispanicinjobs.com">www.hispanicinjobs.com</a>	N	0
15	<b>LGBTQ In Jobs</b> <a href="http://www.lgbtqinjobs.com">www.lgbtqinjobs.com</a>	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
16	<b>Diversity in Jobs</b> <a href="http://www.diversityinjobs.com">www.diversityinjobs.com</a>	N	0
17	<b>Seniors in Jobs</b> <a href="http://www.seniorsinjobs.com">www.seniorsinjobs.com</a>	N	0
18	<b>Women in Jobs</b> <a href="http://www.womeninjobs.com">www.womeninjobs.com</a>	N	0
19	<b>Job Opportunities for Disabled Veterans</b> <a href="http://www.JOFDAV.com">www.JOFDAV.com</a>	N	0
20	<b>Disabled Person</b> <a href="http://www.disAbledperson.com">www.disAbledperson.com</a>	N	0
21	<b>Hire Black Now</b> <a href="http://www.hireblacknow.com">www.hireblacknow.com</a>	N	0
22	<b>Hispanic Job Exchange</b> <a href="http://www.hispanicjobexchange.com">www.hispanicjobexchange.com</a>	N	0
23	<b>African American Job Search</b> <a href="http://www.africanamericanjobsearch.com">www.africanamericanjobsearch.com</a>	N	0
24	<b>Asian Job Search</b> <a href="http://www.asianjobsearch.com">www.asianjobsearch.com</a>	N	0
25	<b>LGBT Job Search</b> <a href="http://www.lgbtjobsearch.com">www.lgbtjobsearch.com</a>	N	0
26	<b>Disabled Job Seekers</b> <a href="http://www.disabledjobseekers.com">www.disabledjobseekers.com</a>	N	0
27	<b>US Diversity Job Search</b> <a href="http://www.usdiversityjobsearch.com">www.usdiversityjobsearch.com</a>	N	0
28	<b>Veteran Career Center</b> <a href="http://www.veterancareercenter.com">www.veterancareercenter.com</a>	N	0
29	<b>Seniors to Work</b> <a href="http://www.seniorstowork.com">www.seniorstowork.com</a>	N	0
30	<b>Employee Referral</b>	N	2
31	<b>Internal Transfer/Promotion</b>	N	0
32	<b>On Air Announcements (one or more SEU stations)</b>	N	0
33	<b>Topeka Workforce Center</b> 1430 SW Topeka Boulevard 785-235-5627 eric.flowers@ks.gov topekajobs@kansasworks.com	N	0
34	<b>Wounded Warrior Project</b> rmckenna@woundedwarriorproject.org	N	0



RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
35	<b>Now Hiring Kansas</b> <a href="https://www.nowhiringkansas.com/">https://www.nowhiringkansas.com/</a>	N	0
36	<b>Facebook Page</b> <a href="http://www.facebook.com">www.facebook.com</a>	N	2
37	<b>American Business Women's Association KEEN Chapter</b> <a href="mailto:info@keentopeka.org">info@keentopeka.org</a>	N	0
38	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 <a href="mailto:cwhite@kansascommercer.com">cwhite@kansascommercer.com</a>	N	0
39	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 <a href="mailto:doug.johnson@colbycc.edu">doug.johnson@colbycc.edu</a>	N	0
40	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 <a href="mailto:ereyes@dc3.edu">ereyes@dc3.edu</a>	N	0
41	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 <a href="mailto:imunoz@elcentrooftopeka.org">imunoz@elcentrooftopeka.org</a>	N	0
42	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 <a href="mailto:eflowers@kansasworks.com">eflowers@kansasworks.com</a> / <a href="mailto:Kallie.foresman@ks.gov">Kallie.foresman@ks.gov</a>	Y	0
43	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 <a href="mailto:kellyb@hutchcc.edu">kellyb@hutchcc.edu</a>	N	0
44	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 <a href="mailto:jobruner@kansascommerce.com">jobruner@kansascommerce.com</a>	N	0

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS Over Reporting Period
45	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
46	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
47	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
48	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
49	<b>All Access</b> www.allaccess.com	N	0
50	<b>Station Website Postings</b> <i>(one or more SEU stations)</i>	N	0
<b>TOTAL INTERVIEWEES OVER REPORTING PERIOD</b>			11

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM),  
KDVV(FM)**

**EEO PUBLIC FILE REPORT  
February 1, 2022 – January 31, 2023**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
1	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On May 24, 2022, our Market and Business Managers as well as our HR Business Partner participated in a presentation conducted by Cumulus Media Inc.'s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, "The FCC's Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners." The FCC's EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
2	Management-level training regarding Diversity, Equity, and Inclusion	During the months of April and May of 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed three segments entitled "Unconscious Bias," which addressed the meaning of Unconscious Bias – what it is, the types of Unconscious Bias, and how to overcome it.
3	Management-level training regarding Diversity, Equity, and Inclusion	During the month of August 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a ThinkZoom course on-line which included five separate segments dealing with Anti-Racism entitled: the Anti-Racism Continuum; Color-Blindness and Why it Doesn't Work; Calling In vs. Calling Out People; Learning to Listen and Listening to Learn; and, Keeping the Momentum going. Each session is designed to offer specific ways every individual can contribute to the ongoing fight against racism.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding Diversity, Equity, and Inclusion	During the months of November/December 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a Think Mineral course on-line titled: <i>Your Role in Workplace Diversity</i> . This training reinforced the many personal and professional benefits of working in a diverse and inclusive workforce and introduced the key concepts of allyship and how to advocate for diversity, equity, and inclusion.
5	Host Virtual Job Fairs (12)	Between February 1, 2022, and January 27, 2023, our SEU hosted virtual job fairs on a monthly basis (twelve in 2022/2023.) Given the current environment, our SEU decided to use the powerful combination of radio, digital, and virtual hiring events to showcase local businesses, their missions, and their open positions. These events were promoted on all SEU stations between February 2022 and January 2023 and proved to be appreciated and successful.
6	Participate in event/program sponsored by or on behalf of a professional organization related to careers in broadcasting	On April 7, 2022, the Kansas Association of Broadcasters sponsored a student seminar and awards luncheon. Our Market Manager was asked to participate on one of the panels presented during the seminar, in which high school and college students received tips from professionals in the industry about how to secure a job in this business and transition into a professional television or radio station environment.
7	Participate in Career Fair	On April 7, 2022, our Market Manager participated in a Career Fair sponsored by the Kansas Association of Broadcasters, during which he spoke with interested attendees about the company, career opportunities in broadcasting, and open positions within the Topeka SEU.
8	Scholarship Program	On May 5, 2022, our SEU assisted the Kansas Association of Broadcasters (“KAB”) with its EEO Scholarship Program. Our Market Manager reviewed and evaluated applications received by the KAB and submitted his recommendations to the scholarship committee.

## **Attachment B**

### **Job Description and Responsibilities**

Cumulus Media Topeka is searching for a Program Director for our legendary rock station V100. The Program Director is responsible for maximizing revenue opportunities, while super-serving listeners to drive ratings.

### **Who We Are:**

Cumulus Media Topeka is home to six radio stations serving Northeast Kansas - Majic 107.7, V100, 99.3 The Eagle, 1029 Nash Icon, 1440 KMAJ and 1490 KTOP. At Cumulus Topeka we strive to hire passionate, resourceful, problem solvers who have the ability to drive the evolving, diverse culture of the Power of Radio to success.

The best candidate will be organized, detailed, thorough in their communication, and calm in difficult situations. Candidate must have prior experience as a Program Director.

### **Responsibilities:**

- Driving ratings and revenue
- Writing and producing promos and liners
- Writing live liners / promo copy for air staff
- Brainstorming and execution of promotions that drive listenership and revenue
- Execution of plan to grow web traffic and grow social media presence and engagement
- Maintaining web site and actively engaging on multiple social channels
- Merging and editing daily logs
- Scheduling daily music logs
- Voice production as needed
- Regular air checks of on-air talent
- Building brand awareness and good-will in Topeka and surrounding communities
- Oversight of station affidavits
- Embracing and fully promoting syndicated morning show and evening show
- Monthly Ando Media Exclusions
- Weekly programming reports and weekly programming calls
- Monitoring stream quality and creating stream fill content
- Commercial discrepancy forms

- Station remotes and appearances
- Daily on-air shift
- Creating live event and on-air sponsorships alongside sales team to optimize revenue

#### **Requirements**

- Minimum 3 years' of successful programming experience and winning track record backed by Nielsen Audio results preferred
- Strong social and digital experience
- Savvy computer skills and proficiency with ratings, research and music (Stratus) programs
- Ability to multi-task and the discipline to focus on what is the highest and best use of your time
- Excellent verbal and written communication skills with air staff, departments and clients
- Creative and strategic problem solver
  
- A strong understanding of PPM / Nielsen Ratings and ability to interpret various kinds of research
- Deep knowledge of music, pop culture and current events and how they relate to the station's target demo
- Have and build great relationships in the music / entertainment community with a deep contact list

#### **What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM), and KDVB(FM)  
VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Program Director	<b>Date Filled:</b> 05/01/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Walk-In/Self-Referral, RS #30	<b>Total Number of Interviewees:</b> 6

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
2.	<b>American Business Women's Association</b> KEEN Chapter info@keentopeka.org	N	0
3.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0
4.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
5.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
6.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imuno@elcentrooftopeka.org	N	0
7.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
8.	<b>Fort Hayes State University</b> Career Services 600 Park Street Hays, KS 67601 careers@fhsu.edu	N	0
9.	<b>Friends University</b> Career Services 2100 West University Street Wichita, KS 67213 career@friends.edu	N	0



RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
10.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
11.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0
12.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
13.	<b>Kansas State University</b> Career Services Student Union, First Floor Manhattan, KS 66506 ces@k-state.edu	N	0
14.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
15.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
16.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
17.	<b>Washburn University</b> Career Services 1700 SW College Ave Topeka, KS 66621 Career.services@washburn.edu	N	0
18.	<b>Cumulus Careers Website</b> ( <a href="http://www.cumulusmedia.jobs.net">www.cumulusmedia.jobs.net</a> )	N	3
19.	<b>On-Air Announcements</b> (all SEU stations)	N	0
20.	<b>Adunza</b> ( <a href="http://www.adzuna.com">www.adzuna.com</a> )	N	0
21.	<b>Glassdoor</b> (not directly contacted by SEU) <a href="http://www.glassdoor.com">www.glassdoor.com</a>	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
22.	Job Is Job ( <i>www.jobisjob.com</i> )	N	0
23.	My Job Helper ( <i>www.myjobhelper.com</i> )	N	0
24.	Oodle ( <i>www.oodle.com</i> )	N	0
25.	Trovit ( <i>www.trovit.com</i> )	N	0
26.	Indeed ( <i>not directly contacted by SEU</i> ) <i>www.indeed.com</i>	N	0
29.	Word-of-Mouth Referral	N	1
30.	Walk-In/Self-Referral	N	2
<b>Total Interviewees</b>			6

## Referencing requisition 000815 - Program Director

Edit job posting Program Director 000815  

Career Site & Manual Options Posting History

Posting ID \*:  
000815

---

Career Site Posting Template:  
Website

---

Career Site Go Live Date \*:  
02/01/2021  

Career Site Expiration Date \*:  
04/02/2021  

---

Length (In days)\*:  
61

---

Directing applicants from job boards to \*:  
Cumulus Media

1. Post to your career sites

Cumulus Media (Public Site)

Apply Online URL  View Posting  Direct Import Email

2. Post automatically to job boards (next step)

- Adzuna - (Expired)
- Glassdoor.com - (Expired)
- Job Is Job - (Expired)
- The Job Spider - (Deactivated)
- MyJobHelper - (Expired)
- Oodle - (Expired)
- Trovit - (Expired)

## Referencing requisition 000815 - Program Director

Edit job posting Program Director 000815  

Career Site & Manual Options Posting History

### Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
04/02/2021 16:13:58	02/01/2021	05/31/2021	krystal.mercer	Suspension	496	
02/01/2021 14:37:38	02/01/2021	05/31/2021	krystal.mercer	Send to publish	496	Cumulus Media

## Program Director (815/496)

Delete				
Program Director February 1, 2021 2:39 PM North America > USA > Kansas > Shawnee County > Topeka				
<a href="#">Respond (with changes)</a>				
Board Name	Clicks	Activity	Status	Activity
Aktuna	0	Posted: February 1, 2021 2:39 PM Removed: March 1, 2021 2:39 PM	✓ Expired	
Crassdoor.com	0	Posted: February 1, 2021 2:39 PM Removed: April 2, 2021 2:39 PM	✓ Expired	
Job It Job	0	Posted: February 1, 2021 2:39 PM Removed: March 3, 2021 2:39 PM	✓ Expired	
Job Sander	0	Posted: February 1, 2021 2:39 PM Removed: April 2, 2021 3:14 PM	✓ Deleted	
MyJobHelper	1	Posted: February 1, 2021 2:39 PM Removed: April 2, 2021 2:39 PM	✓ Expired	
Oodle	0	Posted: February 1, 2021 2:39 PM Removed: March 1, 2021 2:39 PM	✓ Expired	
Trovi	0	Posted: February 1, 2021 2:46 PM Removed: March 1, 2021 2:46 PM	✓ Expired	

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at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**Debbie Walsh**

---

**Contact Group Name:**

Posting List Topoka

**Members:**

American Business Women's Assoc	info@keentopeka.org
Atchison Workforce Center	cwhite@kansascommerce.com
Colby Comm College	doug.johnson@colbycc.edu
Dodge City Comm College	ereyes@dc3.edu
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Topeka NAACP	naacptopeka@cox.net
Topeka Work Force Center	topekajobs@kansasworks.com
University of Kansas	kucareer@ku.edu



## [EXT] Job Applications Summary

Handshake <handshake@notifications.joinhandshake.com>

Thu 4/1/2021 5:02 AM

To: Krystal Mercer <Krystal.Mercer@cumulus.com>



# Job Application Summaries

Hello Krystal,

Below are the application packages for all of the jobs that have expired within the last 24 hours. Download the application packages below to view all of the applicant details.

To browse, view, message and search through applicants, please log in to [Handshake](#)

## KDVV-FM Program Director (Topeka) Summary

Baker University

No students from this school applied to this position

Emporia State University

No students from this school applied to this position.

Fort Hays State University

No students from this school applied to this position.

**Friends University**

No students from this school applied to this position.

**Kansas State University**

No students from this school applied to this position.

**Missouri State University**

No students from this school applied to this position.

**Missouri Western State University**

No students from this school applied to this position.

**Park University**

No students from this school applied to this position.

**Pittsburg State University**

No students from this school applied to this position.

**Southern New Hampshire University**

No students from this school applied to this position.

**University of Alabama at Birmingham**

No students from this school applied to this position.

**University of Central Missouri**

No students from this school applied to this position.

**University of Indianapolis**

No students from this school applied to this position.

University of Kentucky

No students from this school applied to this position.

University of Missouri - Columbia

No students from this school applied to this position.

University of Missouri-Kansas City

No students from this school applied to this position.

Washburn University

No students from this school applied to this position.

Wichita State University

No students from this school applied to this position.

Thank you,  
The Handshake Team

If you'd no longer like to receive emails like this you can [sign in](#) to manage your notification preferences or [unsubscribe](#).

 Handshake

P.O. Box 40770, San Francisco, CA 94140

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you know the sender and you are sure the content is safe. Please forward this email to [support.it@cumulus.com](mailto:support.it@cumulus.com) if you believe the email is suspicious.

# INVOICE



**KDVV-FM/KDVB-FM**  
 825 S. Kansas Ave, Ste 100  
 Topeka, KS 66612  
 Main: (785) 272-2122  
 Billing:

Property	KDVV-FM		
Invoice #	BB2800218	Order #	663813
Invoice Date	02/28/21	Alt Order #	
Invoice Month	February 2021	Deal #	
Invoice Period	02/01/21 - 02/26/21	Flight Dates	02/02/21 - 02/26/21
Advertiser	Cumulus House		
Product	KDVV Program Director Recruitment		
Estimate #			

Billing Address:

Cumulus House  
 Attention: Accounts Payable  
 3280 Peachtree Road  
 Suite 2200  
 Atlanta, GA 30305

Send Payment To:

KDVV-FM/KDVB-FM  
 Cumulus Media- Topeka  
 3623 Momentum Place  
 Chicago, IL 60689-5336

Account Executive	Topeka House
Sales Office	Local-Topeka KS
Sales Region	Local
Agency Code	
Advertiser Code	
Billing Calendar	Broadcast
Billing Type	Cash
Special Handling	
Agency Ref	
Advertiser Ref	
Product 1	
Product 2	

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type																																																																																																																																																																																																																																																																																																																																																	
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<table border="0" style="width:100%"> <tr> <th>Spots: #</th> <th>Ch</th> <th>Day</th> <th>Air Date</th> <th>Air Time</th> <th>Description</th> <th>Start/End Time</th> <th>Length</th> <th>Ad-ID</th> <th>Rate</th> <th>Type</th> </tr> <tr> <td>35</td> <td>KDVV</td> <td>M</td> <td>02/08/21</td> <td>3:18 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>22</td> <td>KDVV</td> <td>M</td> <td>02/08/21</td> <td>4:19 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>21</td> <td>KDVV</td> <td>M</td> <td>02/08/21</td> <td>5:59 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>24</td> <td>KDVV</td> <td>Tu</td> <td>02/09/21</td> <td>1:15 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>38</td> <td>KDVV</td> <td>Tu</td> <td>02/09/21</td> <td>3:17 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> </table>										Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	35	KDVV	M	02/08/21	3:18 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	22	KDVV	M	02/08/21	4:19 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	21	KDVV	M	02/08/21	5:59 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	24	KDVV	Tu	02/09/21	1:15 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	38	KDVV	Tu	02/09/21	3:17 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM																																																																																																																																																																																																																																																																															
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Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

# INVOICE

Send Payment To:  
**KDVV-FM/KDVB-FM**  
**Cumulus Media - Topeka**  
**3623 Momentum Place**  
**Chicago, IL 60689-5336**



Invoice #	BB2800218	Invoice Month	February 2021
Invoice Date	02/28/21	Invoice Period	02/01/21 - 02/26/21
Advertiser	Cumulus House		
Product	KDVV Program Director Recruitment		
Estimate #			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/Week	Rate	Type																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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<td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>28</td> <td>KDVV</td> <td>Th</td> <td>02/11/21</td> <td>3:16 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>36</td> <td>KDVV</td> <td>F</td> <td>02/12/21</td> <td>12:49 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>29</td> <td>KDVV</td> <td>F</td> <td>02/12/21</td> <td>2:42 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>30</td> <td>KDVV</td> <td>F</td> <td>02/12/21</td> <td>3:15 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>32</td> <td>KDVV</td> <td>Sa</td> <td>02/13/21</td> <td>3:51 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>31</td> <td>KDVV</td> <td>Sa</td> <td>02/13/21</td> <td>4:19 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>40</td> <td>KDVV</td> <td>Sa</td> <td>02/13/21</td> <td>11:23 PM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>33</td> <td>KDVV</td> <td>Su</td> <td>02/14/21</td> <td>2:22 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>39</td> <td>KDVV</td> <td>Su</td> <td>02/14/21</td> <td>4:17 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>34</td> <td>KDVV</td> <td>Su</td> <td>02/14/21</td> <td>4:51 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>Weeks:</td> <td>Start Date</td> <td>End Date</td> <td>MTWTFSS</td> <td>Spots/Week</td> <td>Rate</td> <td colspan="5"></td> 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JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>80</td> <td>KDVV</td> <td>W</td> <td>02/24/21</td> <td>3:16 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>65</td> <td>KDVV</td> <td>W</td> <td>02/24/21</td> <td>4:45 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> <tr> <td>67</td> <td>KDVV</td> <td>Th</td> <td>02/25/21</td> <td>1:16 AM</td> <td>M-Su</td> <td>12a-12a</td> <td>:30</td> <td>KDVV JOB AD</td> <td>\$0.00</td> <td>NM</td> </tr> </table>										Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	23	KDVV	Tu	02/09/21	4:23 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	26	KDVV	W	02/10/21	12:47 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	25	KDVV	W	02/10/21	3:19 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	37	KDVV	W	02/10/21	4:16 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	27	KDVV	Th	02/11/21	12:16 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	28	KDVV	Th	02/11/21	3:16 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	36	KDVV	F	02/12/21	12:49 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	29	KDVV	F	02/12/21	2:42 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	30	KDVV	F	02/12/21	3:15 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	32	KDVV	Sa	02/13/21	3:51 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	31	KDVV	Sa	02/13/21	4:19 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	40	KDVV	Sa	02/13/21	11:23 PM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	33	KDVV	Su	02/14/21	2:22 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	39	KDVV	Su	02/14/21	4:17 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	34	KDVV	Su	02/14/21	4:51 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	Weeks:	Start Date	End Date	MTWTFSS	Spots/Week	Rate							02/15/21	02/21/21	MTWTFSS	20	\$0.00						Spots: #	Ch	Day	Air Date	Air Time	Description	Start/End Time	Length	Ad-ID	Rate	Type	55	KDVV	M	02/15/21	12:20 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM	42	KDVV	M	02/15/21	1:14 AM	M-Su	12a-12a	:30	KDVV JOB 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Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

# INVOICE

Send Payment To:  
**KDVV-FM/KDVB-FM**  
**Cumulus Media- Topeka**  
**3623 Momentum Place**  
**Chicago, IL 60689-5336**



Invoice #	BB2800218	Invoice Month	February 2021
Invoice Date	02/28/21	Invoice Period	02/01/21 - 02/26/21
Advertiser	Cumulus House		
Product	KDVV Program Director Recruitment		
Estimate #			

Line	Start Date	End Date	Description	Start/End Time	MTWTFSS	Length	Spots/ Week	Rate	Type	
1	02/02/21	02/26/21	M-Su	12a-12a	MTWTFSS	:30	20	\$0.00	NM	
<b>Spots: # Ch Day Air Date Air Time Description Start/End Time Length Ad-ID Rate Type</b>										
68	KDVV	Th	02/25/21	3:18 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM
61	KDVV	F	02/26/21	12:42 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM
78	KDVV	F	02/26/21	1:14 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM
69	KDVV	F	02/26/21	2:47 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM
62	KDVV	F	02/26/21	3:50 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM
70	KDVV	F	02/26/21	4:16 AM	M-Su	12a-12a	:30	KDVV JOB AD	\$0.00	NM

**Total Spots 73**

**DUE NET 30: 1.5% Service Fee on Credit Cards**

Net Total **\$0.00**

Invoice Balance as of 01/13/22 11:53:43 AM CT **\$0.00**

Effective October 1, 2020, except where prohibited by law, we will impose a 1.5% administrative fee on all credit card payments. We do not apply an administrative fee to cash payments, including Cash in Advance payments. In addition, we do not apply an administrative fee to credit card payments processed prior to the advertising start date.

**CUMULUS MEDIA | Topeka** is looking for a dynamic Morning Show Host to pair with our existing morning co-host. Majic 107.7 is currently ranked #1 in all dayparts, and that includes the Majic Morning Show. Come join our winning team! Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver lifestyle headlines, be focused, creative and multi-task and most of all...love radio, we should talk. Board work, remotes and production are all a part of what we do, so show us what you've got.

### **Who We Are:**

**CUMULUS | Topeka** currently features 6 stations in the Topeka area and surrounding counties. Our stations include: Majic 107.7 - adult contemporary, V100 - classic rock, 99.3 The Eagle - Classic Hits, 1029 NASH Icon, 1440 KMAJ - News Talk, and 1490 KTOP - Sports Talk. The cluster of 6 stations reaches thousands of listeners daily.

Responsibilities include hosting or co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Daily commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

### **Key Responsibilities:**

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances
- Commercial Production; create killer endorsement ads - both on air and online - for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

### **Requirements**

To upload your air-check, please paste the audio file into a Word document and save with name format Lastname.Audio and upload as part of your application by selecting "Include a cover letter". Instructions are also provided on the application form.

### **Qualifications:**

- 3 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative
- Audio demo of on-air interviews, commentary, announcements, etc. must be added to online profile/application
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

**What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://www.cumulusmedia.com/careers/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**



**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM), and KDVB(FM)**

**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Morning Show Host	<b>Date Filled:</b> 07/19/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> Cumulus Careers Website, RS #18	<b>Total Number of Interviewees:</b> 7

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
2.	<b>American Business Women's Association</b> KEEN Chapter info@keentopeka.org	N	0
3.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0
4.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
5.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
6.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
7.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
10.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
11.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
12.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
14.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
15.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
16.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
18.	<b>Cumulus Careers Website</b> ( <a href="http://www.cumulusmedia.jobs.net">www.cumulusmedia.jobs.net</a> )	N	5
20.	<b>Adunza</b> ( <a href="http://www.adzuna.com">www.adzuna.com</a> )	N	0
21.	<b>Glassdoor</b> ( <i>not directly contacted by SEU</i> ) <a href="http://www.glassdoor.com">www.glassdoor.com</a>	N	0
22.	<b>Job Is Job</b> ( <a href="http://www.jobisjob.com">www.jobisjob.com</a> )	N	0
23.	<b>My Job Helper</b> ( <a href="http://www.myjobhelper.com">www.myjobhelper.com</a> )	N	0
24.	<b>Oodle</b> ( <a href="http://www.oodle.com">www.oodle.com</a> )	N	0
25.	<b>Trovit</b> ( <a href="http://www.trovit.com">www.trovit.com</a> )	N	0
26.	<b>Indeed</b> ( <i>not directly contacted by SEU</i> ) <a href="http://www.indeed.com">www.indeed.com</a>	N	1
28.	<b>All Access</b> ( <a href="http://www.allaccess.com">www.allaccess.com</a> )	N	0
29.	<b>Word-of-Mouth Referral</b>	N	1
<b>Total Interviewees</b>			7



# Referencing requisition 001089 - On Air Host KMAJ-FM Morning Show



Edit job posting On Air Host KMAJ-FM Morning Show 001089/1  

**Career Site & Manual Options** Posting History

Posting ID \*:  
001089/1



Career Site Posting Template:  
Website

Career Site Go Live Date \*:  
06/09/2021  

Career Site Expiration Date \*:  
07/15/2021  

Length (in days) \*:  
37

Directing applicants from job boards to:  
Cumulus Media

-  1. Post to your career sites
  - Cumulus Media (Public Site)
  -  2. Post automatically to job boards (next step)
    - Adzuna - (Expired)
    - Glassdoor.com - (Deactivated)
    - Job Is Job - (Expired)
    - The Job Spider - (Deactivated)
    - MyJobHelper - (Deactivated)
    - Oodle - (Expired)
    - Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
07/15/2021 07:24:11	06/09/2021	08/07/2021	joey.wheeler	Suspension	916	
06/09/2021 14:05:06	06/09/2021	08/07/2021	krystal.mercer	Send to publish	916	Cumulus Media

## On Air Host KMAJ-FM Morning Show (1089/916)

Delete				
On Air Host KMAJ-FM Morning Show June 9, 2021 1:06 PM North America > USA > Kansas > Shawnee County > Topeka				
Resend (with changes)				
Board Name	Clicks	Activity	Status	Activity
Adsuna	0	Posted: June 9, 2021 1:06 PM Removed: July 7, 2021 1:06 PM	✓ Expired	
Glassdoor.com	0	Posted: June 9, 2021 1:06 PM Removed: July 15, 2021 6:24 AM	✓ Deleted	
Job Is Job	0	Posted: June 9, 2021 1:06 PM Removed: July 9, 2021 1:06 PM	✓ Expired	
Job Spider	0	Posted: June 9, 2021 1:06 PM Removed: July 15, 2021 6:24 AM	✓ Deleted	
MyJobHelper	0	Posted: June 9, 2021 1:06 PM Removed: July 15, 2021 6:24 AM	✓ Deleted	
Code	0	Posted: June 9, 2021 1:06 PM Removed: July 7, 2021 1:06 PM	✓ Expired	
Trivis	0	Posted: June 9, 2021 1:06 PM Removed: July 7, 2021 1:06 PM	✓ Expired	

### Job Description and Responsibilities

**CUMULUS MEDIA | Topeka** is looking for a dynamic Morning Show Host to pair with our existing morning co-host. Majic 107.7 is currently ranked #1 in all dayparts, and that includes the Majic Morning Show. Come join our winning team! Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver lifestyle headlines, be focused, creative and multi-task and most of all...love radio, we should talk. Board work, remotes and production are all a part of what we do, so show us what you've got.

### Who We Are:

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Responsibilities include hosting or co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Daily commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

### Key Responsibilities:

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
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- Assist in production and imaging of the station

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- Commercial Production; create killer endorsement ads – both on air and online – for mutually agreed upon products
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- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

### **Requirements**

To upload your air-check, please paste the audio file into a Word document and save with name format Lastname.Audio and upload as part of your application by selecting "Include a cover letter". Instructions are also provided on the application form.

### **Qualifications:**

- 3 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Strong knowledge of all FCC rules and regulations
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
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- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
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- Can work well in a team environment; collaborative
- Audio demo of on-air interviews, commentary, announcements, etc. must be added to online profile/application
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

### **What we offer:**

- Competitive pay
- Professional growth and career path
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- 401K with company match to plan for the long-term
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**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**Debbie Walsh**

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**Contact Group Name:**

Posting List Topeka

**Members:**

American Business Women's Assoc	info@keentopeka.org
Atchison Workforce Center	cwhite@kansascommerce.com
Colby Comm College	dougjohnson@colbycc.edu
Dodge City Comm College	ereyes@dc3.edu
El Centro De Servicios Para Hispanos	imunoz@elcentrooftopeka.org
Hutchinson Comm College	kellyb@hutchcc.edu
Junction City Workforce Center	jobrunner@kansascommerce.com
Junior League of Topeka, Inc	email@jtopeka.org
Kansas Works - Eric Flowers	eflowers@kansasworks.com
Kansas Works - Kallie Foreman	kallie.foreman@ks.gov
Topeka NAACP	naacptopeka@cox.net
Topeka Work Force Center	topekajobs@kansasworks.com
University of Kansas	kucareer@ku.edu





Report Summary For: **Cumulus Media**

Start Date: **02-01-2021** End Date: **01-31-2022** Location: **Topeka, Kansas**

Total: **8**

## Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3M3FD6FNQL55GJ3M17

Date Received: 04-26-2021

### On Air Host KMAJ-FM Morning Show

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-6627	eric.flowers@ks.gov topekajobs@kansasworks.com	04/28/2021
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	04/28/2021



# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **02-01-2021** End Date: **01-31-2022** Location: **Topeka, Kansas**

Total: **8**

Job Req: J3Q0756754DTQ0619TK

Date Received: 06-09-2021

## On Air Host KMAJ-FM Morning Show

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	06/11/2021
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	06/11/2021



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### Mornings in Topeka, KS

Moderator: mpaulsen68

Search this topic... 🔍

1 post • Page 1 of 1

### Mornings in Topeka, KS

by ambersplace » Tue Apr 27, 2021 8:46 am

**ambersplace**  
Posts: 13  
Joined: Thu Nov 19,  
2009 3:39 pm  
Contact:

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CUMULUS MEDIA | Topeka is looking for an Administrative/HR Assistant. This position is responsible for assisting the Business Manager and VP/Market Manager with HR and business department duties as assigned.

#### Who We Are:

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#### Key Responsibilities:

- Assist with entering local & national station orders, production orders, Co-op billing/notarization and invoice mailing
- Assist with Political Reporting/uploading
- Assist with A/R oversight, monthly meetings with Account Managers and clearing CIA's daily
- Assist with Client inquiries regarding invoice requests, payment research and digital reports
- Assist with Accounts Payable as it relates to the day-to-day approvals, coding and processing
- Work closely with Business Manager to ensure adherence to the various components of the Company's internal accounting controls and policies
- Assist with daily cash deposit management, reporting and processing of credit card payments
- Responsible for the protection against property losses and potential liabilities
- Assist with monitoring and administration of all trade accounting functions
- Assist with the maintenance of all files including those related to leases and contracts for the market and coordination of office services including supply ordering etc
- Assist with maintenance of the EEO program, FCC related reports, hiring procedures, terminations and HR functions as assigned
- Assist Market Manager and other department heads as requested and other duties as assigned

#### Requirements

#### Qualifications:

- Strong computer skills and working knowledge of standard office equipment and business systems such as Microsoft Office, Stratus/Wide Orbit Traffic & Billing System, Workday, Workplace and Adaptive Planning
- Fundamental accounting skills
- Strong attention to detail and ability to complete assigned tasks on-time with minimal errors
- Ability to multi-task in a fast-paced environment with a positive and professional demeanor
- Excellent verbal and written communication skills
- Available for occasional evening or weekend hours

- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

What we offer:

- Competitive pay
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
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**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM), and KDVB(FM)**



**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Administrative/HR Assistant (all SEU stations)	<b>Date Filled:</b> 09/20/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> <b>Indeed</b> (not directly contacted by SEU), RS #26	<b>Total Number of Interviewees:</b> 4

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
2.	<b>American Business Women's Association KEEN Chapter</b> info@keentopeka.org	N	0
3.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0
4.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
5.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
6.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
7.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
10.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
11.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
12.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltpeka.org	N	0
14.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
15.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
16.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
18.	<b>Cumulus Careers Website</b> ( <i>www.cumulusmedia.jobs.net</i> )	N	2
20.	<b>Adunza</b> ( <i>www.adzuna.com</i> )	N	0
21.	<b>Glassdoor</b> ( <i>not directly contacted by SEU</i> ) <i>www.glassdoor.com</i>	N	0
22.	<b>Job Is Job</b> ( <i>www.jobisjob.com</i> )	N	0
23.	<b>My Job Helper</b> ( <i>www.myjobhelper.com</i> )	N	0
24.	<b>Oodle</b> ( <i>www.oodle.com</i> )	N	0
25.	<b>Trovit</b> ( <i>www.trovit.com</i> )	N	0
26.	<b>Indeed</b> ( <i>not directly contacted by SEU</i> ) <i>www.indeed.com</i>	N	2
<b>Total Interviewees</b>			4



## Referencing requisition 001496 - Administrative/HR Assistant



Edit job posting Administrative/HR Assistant 001496  

Career Site & Manual Options [Posting History](#)

Posting ID \*:  
001496

Career Site Posting Template :  
Website 


Career Site Go Live Date \*:  
08/19/2021  

Career Site Expiration Date \*:  
09/09/2021  

Length (in days) \*:  
22

22

Directing applicants from job boards to \*:  
Cumulus Media

 1. Post to your career sites

Cumulus Media (Public Site)

Apply Online URL  View Posting  Direct Import Email 

 2. Post automatically to job boards (next step)

Adzuna - (Deactivated)

Glassdoor.com - (Deactivated)

Job Is Job - (Deactivated)

The Job Spider - (Deactivated)

MyJobHelper - (Deactivated)

Oodle - (Deactivated)



Trovit - (Deactivated)

Update Career Site

Posting List (1)



Referencing requisition 001496 - Administrative/HR Assistant

Edit Job posting Administrative/HR Assistant 001496  

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
09/09/2021 17:04:38	08/19/2021	11/16/2021	debra.roberts	Suspension	1225	
08/19/2021 11:50:01	08/19/2021	11/16/2021	krystal.mercer	Send to publish	1225	Cumulus Media

2 Records

Administrative/HR Assistant (1496/1225)

Board Name	Clicks	Activity	Status	Activity
Adorns	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
Glassdoor.com	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
Job 1st Job	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
Job Scler	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
MyJobHelper	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
Code	0	Posted: August 19, 2021 10:51 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	
Trout	0	Posted: August 19, 2021 11:05 AM Removed: September 9, 2021 4:04 PM	✓ Deleted	

**Job Description and Responsibilities**

CUMULUS MEDIA | Topeka is looking for an Administrative/HR Assistant. This position is responsible for assisting the Business Manager and VP/Market Manager with HR and business department duties as assigned.

**Who We Are:**

CUMULUS | Topeka features 6 stations in the Topeka area and surrounding counties reaching thousands of listeners daily. Our stations include: Majic 107.7 - Adult Contemporary, V100 - Classic Rock, 99.3 The Eagle - Classic Hits, 102.9 NASH Icon, 1440 KMAJ - News Talk, and 1490 KTOP - Sports Talk.

**Key Responsibilities:**

- Assist with entering local & national station orders, production orders, Co-op billing/notarization and invoice mailing

- Assist with Political Reporting/uploading
- Assist with A/R oversight, monthly meetings with Account Managers and clearing CIA's daily
- Assist with Client inquiries regarding invoice requests, payment research and digital reports
- Assist with Accounts Payable as it relates to the day-to-day approvals, coding and processing
- Work closely with Business Manager to ensure adherence to the various components of the Company's internal accounting controls and policies
- Assist with daily cash deposit management, reporting and processing of credit card payments
- Responsible for the protection against property losses and potential liabilities
- Assist with monitoring and administration of all trade accounting functions
- Assist with the maintenance of all files including those related to leases and contracts for the market and coordination of office services including supply ordering etc
- Assist with maintenance of the EEO program, FCC related reports, hiring procedures, terminations and HR functions as assigned
- Assist Market Manager and other department heads as requested and other duties as assigned

#### Requirements

#### Qualifications:

- Strong computer skills and working knowledge of standard office equipment and business systems such as Microsoft Office, Stratus/Wide Orbit Traffic & Billing System, Workday, Workplace and Adaptive Planning
- Fundamental accounting skills
- Strong attention to detail and ability to complete assigned tasks on-time with minimal errors
- Ability to multi-task in a fast-paced environment with a positive and professional demeanor
- Excellent verbal and written communication skills
- Available for occasional evening or weekend hours
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

#### What we offer:

- Competitive pay
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website  
at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**Debbie Walsh**

---

**Contact Group Name:**

**Posting List Topeka**

**Members:**

American Business Women's Assoc	info@keentopeka.org
Atchison Workforce Center	cwhite@kansascommerce.com
Colby Comm College	dougjohnson@colbycc.edu
Dodge City Comm College	ereyes@dc3.edu
El Centro De Servicios Para Hispanos	imunoz@elcentrooftopeka.org
Hutchinson Comm College	kellyb@hutchcc.edu
Junction City Workforce Center	jobrunner@kansascommerce.com
Junior League of Topeka, Inc	email@jltopeka.org
Kansas Works - Eric Flowers	eflowers@kansasworks.com
Kansas Works - Kallie Foreman	kallie.foresman@ks.gov
Topoka NAACP	naacptopeka@cox.net
Topoka Work Force Center	topekajobs@kansasworks.com
University of Kansas	kucareer@ku.edu

**Debbie Walsh**

---

**From:** Krystal Mercer  
**Sent:** Thursday, August 19, 2021 10:58 AM  
**To:** Krystal Mercer  
**Subject:** Administrative/HR Assistant - Full Time  
**Attachments:** Job Posting - Adminstrative & HR Assistant 8-17-21.docx

**Hello:**

*Please reply to confirm that you have received the attached job opening notice and are posting this position at your organization. If your information or posting procedures have changed, please send updates to [krystal.mercer@cumulus.com](mailto:krystal.mercer@cumulus.com)*

Administrative/HR Assistant  
CUMULUS MEDIA | Topeka is looking for an Administrative/HR Assistant. This position is responsible for assisting the Business Manager and VP/Market Manager with HR and business department duties as assigned.  
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- Assist with Political Reporting/uploading
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  - Assist Market Manager and other department heads as requested and other duties as assigned
- What we offer:
- Competitive pay
  - Focused, responsible and collaborative work environment with the ability, to ask "what if?" and try innovative solutions
  - Medical, Dental & Vision Insurance coverage
  - 401K with company match to plan for the long-term
  - Paid Vacation & Holidays For immediate consideration, please visit <https://www.cumulusmedia.com/careers/> For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>
- CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).

**Krystal Mercer**

**Asst. Business Manager**

**Cumulus Radio Station Group | Topeka**

**O: 785.270.0804**

**[Krystal.Mercer@cumulus.com](mailto:Krystal.Mercer@cumulus.com)**

**SPORTS RADIO  
1490 KTOP**



**V100**  
TOPEKA'S ROCK LEADER

**Majic 107.7**  
Today's Hits  
Yesterday's Favorites

**NASH  
ICON**  
102.9



## **JOB OPPORTUNITY**

### **POSITION AVAILABLE: PROMOTIONS DIRECTOR (Full-time)**

Cumulus Topeka is seeking qualified applicants for the above job opening. You will work closely with program directors and the sales team to coordinate winning promotions that satisfy both the listeners and the advertisers of our six radio stations - Majic 107.7, V100, 99.3 The Eagle, 1029 Nash Icon, 1490 KTOP and 1440 KMAJ.

The ideal candidate will WOW us with their organizational skills! You must also have experience planning and executing events, handling public relations, managing social media, and you must possess strong communications skills, both written and oral. You must also be capable of handling multiple projects, unexpected interruptions and still meet deadlines. This position also requires candidates to have use of a reliable vehicle with insurance and a good driving record. Previous radio experience preferred.

#### **Duties:**

- Maintain a positive attitude
- Receive supervision and direction from supervisor
- Coordinate promotions for all station events
- Schedule and attend meetings that consist of Market Manager, Operations Manager, Program Directors and Account Executives to discuss promotion options for potential business and community events
- Organizes and works as assigned during the work week of Sunday - Saturday (days or nights) as necessary to accomplish goals
- Help with the creativity of designing flyers, posters, brochures, printed materials
- Be comfortable working with media, public officials and business owners
- Work with team members to ensure proper set-up, execution, and break-down of events
- Receive and process promotional requests
- Set up remotes for events as assigned and needed
- Keep prize inventory organized
- Select winners, mail prizes, and manage all winner prize claim forms
- Create online contests using our web portal and text platform
- Create e-Blasts and review metrics
- Update and maintain station websites and assist with social media
- Create graphics
- Create promotional recaps for all client-based promotions
- Must work well with others within the programming and sales departments, being mindful that the ultimate success of the promotion department necessitates that both the sales and programming departments' objectives are met
- Candidate must be physically able to meet physical demands that include: lifting, moving, setting up, taking down, walking and stairs

Cumulus offers a comprehensive salary and benefits package including: Medical, dental, and vision insurance, 401 (k) retirement plan with corporate matching, Supplemental Short Term Disability and Long Term Disability Insurance.

**To Apply:** [www.Cumulus.com/careers](http://www.Cumulus.com/careers)

**Posting Date:** August 13, 2021

Cumulus is an Equal Opportunity Employer



**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM), and KDVB(FM)**

**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Promotions Director	<b>Date Filled:</b> 12/06/2021
<b>Recruitment Source ("RS") Referring Hiree:</b> <b>Indeed</b> (not directly contacted by SEU), RS #26	<b>Total Number of Interviewees:</b> 8

<b>RS#</b>	<b>RS Information</b>	<b>Source Entitled to Vacancy Notification?</b>	<b>Number of Interviewees Referred by RS for the Full-Time Vacancy</b>
2.	<b>American Business Women's Association</b> KEEN Chapter info@keentopeka.org	N	0
3.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0
4.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
5.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
6.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
7.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
10.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
11.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
12.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltpeka.org	N	0
14.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0
15.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
16.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
18.	<b>Cumulus Careers Website</b> ( <a href="http://www.cumulusmedia.jobs.net">www.cumulusmedia.jobs.net</a> )	N	5
20.	<b>Adunza</b> ( <a href="http://www.adzuna.com">www.adzuna.com</a> )	N	0
21.	<b>Glassdoor</b> ( <i>not directly contacted by SEU</i> ) <a href="http://www.glassdoor.com">www.glassdoor.com</a>	N	0
22.	<b>Job Is Job</b> ( <a href="http://www.jobisjob.com">www.jobisjob.com</a> )	N	0
23.	<b>My Job Helper</b> ( <a href="http://www.myjobhelper.com">www.myjobhelper.com</a> )	N	0
24.	<b>Oodle</b> ( <a href="http://www.oodle.com">www.oodle.com</a> )	N	0
25.	<b>Trovit</b> ( <a href="http://www.trovit.com">www.trovit.com</a> )	N	0
26.	<b>Indeed</b> ( <i>not directly contacted by SEU</i> ) <a href="http://www.indeed.com">www.indeed.com</a>	N	3
27.	<b>Kansas Assoc. of Broadcasters</b> ( <a href="http://www.kab.net/jobs/">www.kab.net/jobs/</a> )	N	0
28.	<b>All Access</b> ( <a href="http://www.allaccess.com">www.allaccess.com</a> )	N	0
<b>Total Interviewees</b>			<b>8</b>



## Referencing requisition 001458 - Promotions Director



Edit job posting Promotions Director 001458  

### Career Site & Manual Options Posting History

Posting ID \*:  
001458

Career Site Posting Template:  
Website

Career Site Go Live Date \*:  
08/12/2021  

Career Site Expiration Date \*:  
11/09/2021  

Length (in days) \*:  
90

Directing applicants from job boards to \*:  
Cumulus Media

Length (in days) \*:  
90

Directing applicants from job boards to \*:  
Cumulus Media

- 1. Post to your career sites
- Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)
  - Adzuna - (Expired)
  - Glassdoor.com - (Expired)
  - Jobs Job - (Expired)
  - The Job Spider - (Deactivated)
  - MyJobHelper - (Expired)
  - Oodle - (Expired)
  - Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email

Update Career Site

Posting List (1)

Referencing requisition 001458 - Promotions Director

Edit job posting Promotions Director 001458  

Career Site & Manual Options Posting History

Postings history

2 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
11/09/2021 21:45:51	08/12/2021	11/09/2021	Automated Luceo Process	Suspension	1203	
08/12/2021 13:03:17	08/12/2021	11/09/2021	krystal.mercer	Send to publish	1203	Cumulus Media

Promotions Director (1458/1203)

Details				
Promotions Director August 12, 2021 12:04 PM <span style="float: right;">North America &gt; USA &gt; Kansas &gt; Shawnee County &gt; Topeka</span>				
<a href="#">Resend (with changes)</a>				
Board Name	Clicks	Activity	Status	Activity
Azusa	0	Posted: August 12, 2021 12:04 PM Removed: September 9, 2021 12:04 PM	✓ Expired	
Classdoor.com	0	Posted: August 12, 2021 12:04 PM Removed: October 11, 2021 12:04 PM	✓ Expired	
Job Is Job	0	Posted: August 12, 2021 12:04 PM Removed: September 11, 2021 12:04 PM	✓ Expired	
Job Spider	0	Posted: August 12, 2021 12:04 PM Removed: November 9, 2021 9:45 PM	✓ Deleted	
MyceHaber	0	Posted: August 12, 2021 12:04 PM Removed: October 11, 2021 12:04 PM	✓ Expired	
Oodle	0	Posted: August 12, 2021 12:04 PM Removed: September 9, 2021 12:04 PM	✓ Expired	
Traxt	0	Posted: August 12, 2021 12:04 PM Removed: September 9, 2021 12:04 PM	✓ Expired	

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To Apply: [www.Cumulus.com/careers](http://www.Cumulus.com/careers)

Posting Date: August 13, 2021

Cumulus is an Equal Opportunity Employer

**Requirements**

**Qualifications:**

- Knowledge of all applicable FCC rules and regulations
- Understanding of stations' programming strategies
- Computer literacy in Photoshop, HTML, Microsoft Office including PowerPoint, Media Span and Promo Suite
- Excellent verbal and written communication skills
- Problem-solving ability and skill in prioritizing
- Ability to interact with management and staff at all levels
- Ability to multi-task and handle pressures and deadlines
- Must possess valid state driver's license
- Must have a flexible schedule and be available to work days, nights, weekends and holidays based on station events
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally-mandated accommodations

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**Debbie Walsh**

---

**Contact Group Name:**

Posting List Topoka

**Members:**

American Business Women's Assoc	info@keentopeka.org
Atchison Workforce Center	cwhite@kansascommerce.com
Colby Comm College	dougjohnson@colbycc.edu
Dodge City Comm College	ereyes@dc3.edu
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Junction City Workforce Center	jobruner@kansascommerce.com
Junior League of Topeka, Inc	email@jitopeka.org
Kansas Works - Eric Flowers	eflowers@kansasworks.com
Kansas Works - Kallie Foresman	kallie.foresman@ks.gov
Topeka NAACP	naacptopeka@cox.net
Topeka Work Force Center	topekajobs@kansasworks.com
University of Kansas	kucareer@ku.edu



## Promotions Director - Full Time

Krystal Mercer <Krystal.Mercer@cumulus.com>

Thu 8/12/2021 12:11 PM

To: Krystal Mercer <Krystal.Mercer@cumulus.com>

1 attachments (158 KB)

Job Ad - Promotions Director - August 2021.docx;

**Hello:**

**Please reply to confirm that you have received the attached job opening notice and are posting this position at your organization.**

**If your information or posting procedures have changed, please send updates to [krystal.mercer@cumulus.com](mailto:krystal.mercer@cumulus.com)**

### JOB OPPORTUNITY

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Long Term Disability Insurance.  
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Posting Date: August 12, 2021  
Cumulus is an Equal Opportunity Employer

**Krystal Mercer**  
**Asst. Business Manager**  
**Cumulus Radio Station Group | Topeka**  
O: 785.270.0804  
[Krystal.Mercer@cumulus.com](mailto:Krystal.Mercer@cumulus.com)



# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **02-01-2021** End Date: **01-31-2022** Location: **Topeka, Kansas**

Total: **8**

Job Req: J3R5C36X5J7HNVG1ZHY

Date Received: 08-12-2021

## Promotions Director

Cumulus Media Topeka, Kansas

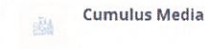
Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	08/21/2021
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	08/21/2021

Promotions Director  
/ promotions director

## Promotions Director

BY AMBERLEE OCTOBER 6, 2021

Full Time Topeka, KS Posted 23 seconds ago



Cumulus Topeka is seeking qualified applicants for Promotions Director. You will work closely with program directors and the sales team to coordinate winning promotions that satisfy both the listeners and the advertisers of our six radio stations - Majic 107.7, V100, 99.3 The Eagle, 102.9 Cat Country, 1490 KTOP & 1440 KMAJ.

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Full job description is available here -> <https://cumulusmedia.jobs.net/en-US/job/promotions-director/3R5C36X5J7HNVG1ZHY>



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MEDIABASE  
pro play



ALL ACCESS  
MUSIC

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## Promotions Director - Topeka, KS

Moderator: [mpaulsen68](#)



Search this topic...

1 post • Page 1 of 1

### Promotions Director - Topeka, KS

by [ambersplace](#) » Mon Oct 04, 2021 8:49 am

Find the job description and apply at [CumulusMedia.com](#)

Direct link -->

[https://cumulusmedia.jobs.net/en-US/job ... J7HNVG1ZHY](https://cumulusmedia.jobs.net/en-US/job...J7HNVG1ZHY)

[ambersplace](#)

Posts: 15

Joined: Thu Nov 19, 2009 3:39 pm

Contact: [Contact](#)

ONLINE



1 post • Page 1 of 1

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM), KDVV(FM)**  
**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> Account Executive	<b>Date Filled:</b> 08/15/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Employee Referral, RS #30	<b>Total Number of Interviewees:</b> 4

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	<b>Cumulus Careers Website</b> <a href="http://www.cumulusmedia.jobs.net/en-US/">www.cumulusmedia.jobs.net/en-US/</a>	N	1
2.	<b>Adzuna Website</b> <a href="http://www.adzuna.com/">www.adzuna.com/</a>	N	0
3.	<b>Job Is Job Website</b> <a href="http://www.jobisjob.com/">www.jobisjob.com/</a>	N	0
4.	<b>MyJobHelper Website</b> <a href="http://www.myjobhelper.com/">www.myjobhelper.com/</a>	N	0
5.	<b>Oodle Website</b> <a href="http://www.jobs.oodle.com/careers/careers/">www.jobs.oodle.com/careers/careers/</a>	N	0
6.	<b>The Job Spider</b> <a href="http://www.jobspider.com/">www.jobspider.com/</a>	N	0
7.	<b>Trovit Website</b> <a href="http://www.trovit.com/">www.trovit.com/</a>	N	0
8.	<b>Indeed Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.indeed.com">www.indeed.com</a>	N	1
9.	<b>Glassdoor Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.glassdoor.com/index.htm">www.glassdoor.com/index.htm</a>	N	0
10.	<b>LinkedIn Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.linkedin.com/jobs/">www.linkedin.com/jobs/</a>	N	0
11.	<b>Abilities in Jobs</b> <a href="http://www.abilitiesinjobs.com">www.abilitiesinjobs.com</a>	N	0
12.	<b>Asian in Jobs</b> <a href="http://www.asianinjobs.com">www.asianinjobs.com</a>	N	0
13.	<b>Black In Jobs</b> <a href="http://www.blackinjobs.com">www.blackinjobs.com</a>	N	0
14.	<b>Hispanic In Jobs</b> <a href="http://www.hispanicinjobs.com">www.hispanicinjobs.com</a>	N	0
15.	<b>LGBTQ In Jobs</b> <a href="http://www.lgbtqinjobs.com">www.lgbtqinjobs.com</a>	N	0
16.	<b>Diversity in Jobs</b> <a href="http://www.diversityinjobs.com">www.diversityinjobs.com</a>	N	0
17.	<b>Seniors in Jobs</b> <a href="http://www.seniorsinjobs.com">www.seniorsinjobs.com</a>	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
18.	<b>Women in Jobs</b> <a href="http://www.womeninjobs.com">www.womeninjobs.com</a>	N	0
19.	<b>Job Opportunities for Disabled Veterans</b> <a href="http://www.JOFDAV.com">www.JOFDAV.com</a>	N	0
20.	<b>Disabled Person</b> <a href="http://www.disAbledperson.com">www.disAbledperson.com</a>	N	0
21.	<b>Hire Black Now</b> <a href="http://www.hireblacknow.com">www.hireblacknow.com</a>	N	0
22.	<b>Hispanic Job Exchange</b> <a href="http://www.hispanicjobexchange.com">www.hispanicjobexchange.com</a>	N	0
23.	<b>African American Job Search</b> <a href="http://www.africanamericanjobsearch.com">www.africanamericanjobsearch.com</a>	N	0
24.	<b>Asian Job Search</b> <a href="http://www.asianjobsearch.com">www.asianjobsearch.com</a>	N	0
25.	<b>LGBT Job Search</b> <a href="http://www.lgbtjobsearch.com">www.lgbtjobsearch.com</a>	N	0
26.	<b>Disabled Job Seekers</b> <a href="http://www.disabledjobseekers.com">www.disabledjobseekers.com</a>	N	0
27.	<b>US Diversity Job Search</b> <a href="http://www.usdiversityjobsearch.com">www.usdiversityjobsearch.com</a>	N	0
28.	<b>Veteran Career Center</b> <a href="http://www.veterancareercenter.com">www.veterancareercenter.com</a>	N	0
29.	<b>Seniors to Work</b> <a href="http://www.seniorstowork.com">www.seniorstowork.com</a>	N	0
30.	<b>Employee Referral</b>	N	2
33.	<b>Topeka Workforce Center</b> 1430 SW Topeka Boulevard 785-235-5627 <a href="mailto:eric.flowers@ks.gov">eric.flowers@ks.gov</a> <a href="mailto:topekajobs@kansasworks.com">topekajobs@kansasworks.com</a>	N	0
34.	<b>Wounded Warrior Project</b> <a href="mailto:rmckenna@woundedwarriorproject.org">rmckenna@woundedwarriorproject.org</a>	N	0
37.	<b>American Business Women's Association KEEN Chapter</b> <a href="mailto:info@keentopeka.org">info@keentopeka.org</a>	N	0
38.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 <a href="mailto:cwhite@kansascommercer.com">cwhite@kansascommercer.com</a>	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
39.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
40.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
41.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
42.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
43.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
44.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0
45.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
46.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0



RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
47.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
48.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
<b>Total Interviewees</b>			<b>4</b>

## Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192  


Career Site & Manual Options Posting History

Posting ID \*:  
002192

Career Site Posting Template:  
Website 

### Edit HTML Content

Career Site Go Live Date \*:  
03/08/2022  

Career Site Expiration Date \*:  
05/06/2022  

Length (in days) \*:  
60

Directing applicants from job boards to \*

Length (in days) \*:  
60

Directing applicants from job boards to \*:  
Cumulus Media

 1. Post to your career sites

Cumulus Media (Public Site)

Apply Online URL  View Posting  Direct Import Email 

 2. Post automatically to job boards (next step)

Adzuna - (Expired)

Job Is Job - (Expired)

The Job Spider - (Deactivated)

MyJobHelper - (Deactivated)

Oodle - (Expired)

Trovit - (Expired)

Update Career Site










Posting List (9)

Referencing requisition 002192 - Account Executive

New Refresh

All Job Postings  

9 Records 

Posting ID	Company Career Site	Posting status	Start Date	End Date	Career Site Posting Template	External Job Board Status	Select an Action
002192/8 Account Executive - Topeka		Active	09/20/2023	01/17/2024	Website	✓	
002192/7 Account Executive - Topeka		Expired	07/24/2023	09/21/2023	Website	✓	
002192/6 Account Executive - Topeka		Deactivated	07/05/2023	07/24/2023	Website	✓	
002192/5 Account Executive - Topeka		Expired	05/10/2023	07/08/2023	Website	✓	
002192/4 Account Executive - Topeka		Deactivated	02/23/2023	05/10/2023	Website	✓	
002192/3 Account Executive - Topeka		Expired	12/28/2022	02/25/2023	Website	✓	
002192/2 Account Executive - Topeka		Deactivated	08/31/2022	12/28/2022	Website	✓	
002192/1 Account Executive - Topeka		Expired	05/04/2022	08/31/2022	Website	✓	
002192 Account Executive - Topeka		Expired	03/08/2022	05/06/2022	Website	✓	

Edit job posting Account Executive 002192  

Career Site & Manual Options Posting History

Posting ID \*: 002192

Career Site Posting Template: Website

Edit HTML Content

Career Site Go Live Date \*: 03/08/2022  

Career Site Expiration Date \*: 05/06/2022  


Length (in days) \*: 60

Directing applicants from job boards to \*: Cumulus Media

- 1. Post to your career sites**
- Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)**
- Adzuna - (Expired)
- Job is Job - (Expired)
- The Job Spider - (Deactivated)
- MyJobHelper - (Deactivated)
- Oodle - (Expired)
- Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192  

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
05/06/2022 20:21:48	03/08/2022	05/06/2022	Automated Luceo Process	Suspension	1950	
03/08/2022 11:56:38	03/08/2022	05/06/2022	joey.wheeler	Send to publish	1950	Cumulus Media

Account Executive (2192/1950)

[Delete](#)

**Account Executive March 8, 2022 11:58 AM** North America > USA > Kansas > Shawnee County > Topeka  
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: March 8, 2022 11:58 AM Removed: April 5, 2022 11:58 AM	✓ Expired	
Job Is Job	0	Posted: March 8, 2022 11:58 AM Removed: April 7, 2022 11:58 AM	✓ Expired	
Job Spider	0	Posted: March 8, 2022 11:58 AM Removed: May 6, 2022 7:21 PM	✓ Deleted	
MyJobHelper	0	Posted: March 8, 2022 11:58 AM Removed: May 6, 2022 7:21 PM	✓ Deleted	
Oodle	0	Posted: March 8, 2022 11:58 AM Removed: March 29, 2022 11:58 AM	✓ Expired	
Trovit	0	Posted: March 8, 2022 11:58 AM Removed: April 5, 2022 11:58 AM	✓ Expired	

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/1  

Career Site & Manual Options Posting History

Posting ID \*:  
002192/1

Career Site Posting Template:  
Website

Edit HTML Content

Career Site Go Live Date \*:  
05/04/2022  

Career Site Expiration Date \*:  
08/31/2022  

Length (in days) \*:  
120

Directing applicants from job boards to \*:  
Cumulus Media

-  1. Post to your career sites
  - Cumulus Media (Public Site)
-  2. Post automatically to job boards (next step)
  - Adzuna - (Expired)
  - Job Is Job - (Expired)
  - The Job Spider - (Expired)
  - MyJobHelper - (Expired)
  - Oodle - (Expired)
  - Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email 

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/1  

Career Site & Manual Options Posting History

Postings history

4 Records

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
08/31/2022 20:26:23	05/04/2022	08/31/2022	sa	Suspension	2166	
05/04/2022 09:59:55	05/04/2022	08/31/2022	nic.merenda	Send to publish	2166	Cumulus Media
06/14/2022 22:13:02	05/04/2022	08/31/2022	sa	Modification/Rerun	2166	Cumulus Media
06/14/2022 22:18:55	05/04/2022	08/31/2022	sa	Modification/Rerun	2166	Cumulus Media

Account Executive (2192/2166)

[Delete](#)

Account Executive May 4, 2022 9:01 AM North America > USA > Kansas > Shawnee County > Topeka  
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: May 4, 2022 9:01 AM Removed: June 1, 2022 9:01 AM	✓ Expired	
Job Is Job	0	Posted: May 4, 2022 9:01 AM Removed: June 3, 2022 9:01 AM	✓ Expired	
Job Spider	0	Posted: May 4, 2022 9:01 AM Removed: June 3, 2022 9:01 AM	✓ Expired	
MyJobHelper	0	Posted: May 4, 2022 9:01 AM Removed: May 11, 2022 9:01 AM	✓ Expired	
Oodle	0	Posted: May 4, 2022 9:01 AM Removed: May 11, 2022 9:01 AM	✓ Expired	
Trovit	0	Posted: May 4, 2022 9:01 AM Removed: May 11, 2022 9:01 AM	✓ Expired	

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/2  

Career Site & Manual Options Posting History

Posting ID\*:  
002192/2

Career Site Posting Template:  
Website

Edit HTML Content

Career Site Go Live Date\*:  
08/31/2022  

Career Site Expiration Date\*:  
12/28/2022  

Length (in days)\*:  
120

Directing applicants from job boards to\*:  
Cumulus Media

- 1. Post to your career sites
  - Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)
  - Adzuna - (Expired)
  - Job Is Job - (Expired)
  - The Job Spider - (Expired)
  - MyJobHelper - (Expired)
  - Oodle - (Expired)
  - Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/2  

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
12/28/2022 08:49:51	08/31/2022	12/28/2022	joey.wheeler	Suspension	2617	
08/31/2022 10:08:21	08/31/2022	12/28/2022	nic.merenda	Send to publish	2617	Cumulus Media
08/31/2022 10:10:30	08/31/2022	12/28/2022	sa	Modification/Rerun	2617	Cumulus Media

3 Records

Account Executive (2192/2617)

[Delete](#)

Account Executive August 31, 2022 9:09 AM **North America > USA > Kansas > Shawnee County > Topeka**  
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	3	Posted: August 31, 2022 9:09 AM Removed: September 28, 2022 9:09 AM	Expired	
Job Is Job	9	Posted: August 31, 2022 9:09 AM Removed: September 30, 2022 9:09 AM	Expired	
Job Spider	12	Posted: August 31, 2022 9:09 AM Removed: September 30, 2022 9:09 AM	Expired	
MyJobHelper	0	Posted: August 31, 2022 9:09 AM Removed: September 7, 2022 9:09 AM	Expired	
Oodle	0	Posted: August 31, 2022 9:09 AM Removed: September 7, 2022 9:09 AM	Expired	
Trovit	0	Posted: August 31, 2022 9:09 AM Removed: September 7, 2022 9:09 AM	Expired	

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/3  

Career Site & Manual Options Posting History

Posting ID\*:  
002192/3

Career Site Posting Template:  
Website

Edit HTML Content

Career Site Go Live Date\*:  
12/28/2022  

Career Site Expiration Date\*:  
02/25/2023  

Length (in days)\*:  
60

Directing applicants from job boards to\*:  
Cumulus Media

- 1. Post to your career sites**
- Cumulus Media (Public Site)
- 2. Post automatically to job boards (next step)**
- Adzuna - (Expired)
- Job Is Job - (Expired)
- The Job Spider - (Deactivated)
- MyJobHelper - (Deactivated)
- Oodle - (Expired)
- Trovit - (Expired)

Apply Online URL  View Posting  Direct Import Email

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/3  

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
02/25/2023 19:17:21	12/28/2022	02/25/2023	sa	Suspension	2935	
12/28/2022 08:50:07	12/28/2022	02/25/2023	joey.wheeler	Send to publish	2935	Cumulus Media

Account Executive (2192/2935)

[Delete](#)

Account Executive December 28, 2022 8:51 AM North America > USA > Kansas > Shawnee County > Topeka  
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Adzuna	0	Posted: December 28, 2022 8:51 AM Removed: January 25, 2023 8:51 AM	Expired	
Job Is Job	0	Posted: December 28, 2022 8:51 AM Removed: January 27, 2023 8:51 AM	Expired	
Job Spider	0	Posted: December 28, 2022 8:51 AM Removed: February 25, 2023 7:17 PM	Deleted	
MyJobHelper	0	Posted: December 28, 2022 8:51 AM Removed: February 25, 2023 7:17 PM	Deleted	
Oodle	0	Posted: December 28, 2022 8:51 AM Removed: January 25, 2023 8:51 AM	Expired	
Trove	0	Posted: December 28, 2022 8:51 AM Removed: January 25, 2023 8:51 AM	Expired	

Referencing requisition 002192 - Account Executive

Edit job posting Account Executive 002192/4  

Career Site & Manual Options Posting History

Posting ID \*:  
002192/4

Career Site Posting Template:  
Website

[Edit HTML Content](#)

Career Site Go Live Date \*:  
02/23/2023  

Career Site Expiration Date \*:  
05/10/2023  

Length (in days) \*:  
77

Directing applicants from job boards to \*:  
Cumulus Media

- 1. Post to your career sites**
- Cumulus Media (Public Site) Apply Online URL [Copy](#) View Posting [Copy](#) Direct Import Email [Copy](#)
- 2. Post automatically to job boards (next step)**
- Adzuna - (Expired)
- Job Is Job - (Expired)
- The Job Spider - (Expired)
- MyJobHelper - (Expired)
- Oodle - (Expired)
- Trove - (Expired)



Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
09/20/2023 11:56:06	09/20/2023	01/17/2024	nlCmerenda	Send to publish	3826	Cumulus Media
09/20/2023 12:12:05	09/20/2023	01/17/2024	sa	Modification/Rerun	3826	Cumulus Media

Account Executive (2192/3826)

[Delete](#)

**Account Executive September 20, 2023 10:59 AM** North America > USA > Kansas > Shawnee County > Topeka  
[Resend \(with changes\)](#)

Board Name	Clicks	Activity	Status	Activity
Atlanta	0	Posted: September 20, 2023 10:59 AM Removed: October 16, 2023 10:59 AM	Expired	
Job 14 Job	0	Posted: September 20, 2023 10:59 AM Removed: October 20, 2023 10:59 AM	Expired	
Job Spider	1	Posted: September 20, 2023 10:59 AM Removed: October 20, 2023 10:59 AM	Expired	
MyJobPoster	0	Posted: September 20, 2023 10:59 AM Removed: September 27, 2023 10:59 AM	Expired	
Quota	0	Posted: September 20, 2023 10:59 AM Removed: September 27, 2023 10:59 AM	Expired	
Travel	0	Posted: September 20, 2023 10:59 AM Removed: September 27, 2023 10:59 AM	Expired	

**Job Description and Responsibilities**

**CUMULUS MEDIA | Topeka, KS** is seeking a talented and dynamic **Account Executive** who thrives in a fast-paced working environment. We are looking for a passionate, motivated, goal-oriented and highly competitive individual with a proven track record of over-achieving sales goals. We hire driven, resourceful, organized, customer-focused problem solvers who have great communication skills and the ability to cultivate client relationships. In return, we offer a unique career opportunity: one where you are given a challenging mission, world-class tools to help you succeed, and the chance to realize your full potential as a sale’s professional.

**CUMULUS | Topeka, KS** currently features 6 stations in the Topeka metro area. One out of every four listeners tune in to Majic 107.7, V100, 102.9 Cat Country, 99.3 The Eagle, 1490 KTOP and 1440 KMAJ on a daily basis. At Cumulus Topeka we strive to hire passionate, driven, resourceful, problem solvers who have the ability to drive the evolving, diverse culture of the Power of Radio to success.

The Account Executive identifies and develops new business opportunities; grows existing client relationships; offers solutions that help clients achieve their business goals; closes business and meets or exceeds set sales targets.

**Key Responsibilities:**

- Able to identify client business needs by gaining a deep understanding of their goals, objectives and processes as well as their external environment including key market and consumer trends to proactively develop customized advertising solutions to meet client objectives



- Deliver effective multi-platform, integrated sales presentations (broadcast, digital, events); negotiation and closing
- Beyond our broadcast products, have strong familiarity and become full-versed in selling both Cumulus' station digital assets (e.g. streaming, stations website and social advertising) and digital audience extension products to deliver a complete marketing solution to advertisers
- Excel at prospecting and aggressively seeking new clientele by networking, cold calling, canvassing, referrals or other means to build and maintain a full pipeline of sales prospects
- Follow all station and corporate procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis
- Stay abreast of the competitive landscape and emerging technologies to best position Cumulus in the marketplace
- Think creatively and generate original ideas

## **Requirements**

### **Qualifications:**

- Proficient in Microsoft Office suite, social networking platforms and CRM tools
- Excellent communication skills
- Experience developing new business relationships in an outside sales role
- Excellent presenter to clients of sales opportunities and post-sale successes
- Strong understanding of lead generation and ability to connect with viable prospects
- Comprehension of sales metrics in order to fill a sales funnel and robust pipeline of residual business
- Positive attitude with the willingness to get beyond comfort zone to grow professionally
- High energy and passion for the job
- Flexible and creative
- Digitally savvy
- XX years in Media Sales background preferred/required
- Bachelor's Degree in Business, Marketing or related field is preferred/required

### **What we offer:**

- Commission-based organization with uncapped earning potential
- Focused, responsible and collaborative work environment with the ability, to ask "what if" and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

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**From:** Debbie Walsh

**Sent:** Friday, January 21, 2022 4:50 PM

**To:** American Business Women's Assoc <info@keentopeka.org>; Atchison Workforce Center <cwhite@kansascommercer.com>; Colby Comm College <doug.johnson@colbycc.edu>; Dodge City Comm College <ereyes@dc3.edu>; El Centro De Servicios Para Hispanos <imuno@elcentrooftopeka.org>; Hutchinson Comm College <kellyb@hutchcc.edu>; Junction City Workforce Center <jobruner@kansascommerce.com>; Junior League of Topeka, Inc <email@jltopeka.org>; Kansas Works - Eric Flowers <eflowers@kansasworks.com>; Kansas Works - Kallie Foresman <kallie.foresman@ks.gov>; Topeka NAACP <naacptopeka@cox.net>; Topeka Work Force Center <topekajobs@kansasworks.com>; University of Kansas <kucareer@ku.edu>

**Subject:** Account Executive

*Hello:*

*Please reply to confirm that you have received the attached job opening notice and are posting this position at your organization.*

**Dear Personnel Professional:**

Cumulus Media Topeka is an equal opportunity/affirmative action employer and equal opportunity is afforded to all qualified persons. No person is discriminated against in employment because of race, color, religion, sex, national origin, age or disability.

Cumulus Topeka radio group is currently recruiting for Full-Time Account Executive

**Cumulus Media Topeka** is seeking a talented and dynamic Account Executive to grow our business by helping our customers grow their business. We are looking for self-motivated, goal oriented and competitive sales professionals with a proven track record of success. Successful sellers in our business are driven to succeed, resourceful, organized, customer-focused problem solvers. Excellent listening and communication skills and the ability to cultivate client relationships are a must.

In return we offer a unique career opportunity: one where you are given a challenging mission, world class tools and a chance to realize your full potential as a sales professional.

Cumulus Media Topeka provides marketing and advertising solutions using multi-platform programs. The foundation for these high ROI plans is our top-rated radio stations and online audio including podcasting. We offer a full suite of digital solutions including targeted video display advertising/OTT. Best-in-class data unique to Cumulus is a key competitive advantage of our integrated programs that deliver results.

Account Executives are responsible for identifying, developing, and closing business and exceeding customer expectations to grow long-term partnerships.

### **Key Responsibilities:**

- Ability to identify decision-maker needs and gain understanding of objectives. This leads to development of effective integrated marketing solutions that deliver results and ROI
- Deliver effective multi-platform, integrated sales presentations which may include audio, video, digital, and event partnerships
- Focused new business development via on-going prospecting to aggressively seek to grow revenue. Networking, initial contact/cold calling, canvassing, client referrals are all examples of building and maintaining a robust target list of qualified new customers
- Utilize resources for continuous education and awareness. This includes the rapidly changing competitive landscape and emerging technology to best position Cumulus solutions as the premiere solution providers in the marketplace
- Follow procedures for preparing orders, resolving billing issues, submitting regular sales reports including detailed business development pipeline, revenue performance forecast, and competitive analysis
- Collaborate with team resources to generate creative solutions

## **JOB REQUIREMENTS**

### **Qualifications:**

- Strong skillset in development of self-generated leads in an outside sales role
- High energy and passion for the sales profession
- Excellent communication and presentation skills
- Positive attitude and desire to grow relationships and personal income
- Proficient in Microsoft Office suite, social networking platforms, and CRM tools
- 2-years Media Sales background preferred
- Bachelor's Degree in Business, Marketing, or related field preferred
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally mandated accommodations

**What we offer:**

- Commission-based organization for uncapped earnings potential
- Focused, responsible and collaborative work environment with the ability, to ask, “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmediajobs.net>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

Debra Walsh (Roberts)  
Business Manager, Business Office  
Cumulus Radio Station Group | KANSAS CITY  
O: 913-514-3124

8900 Indian Creek Parkway Building Six Suite 300  
Overland Park, KS 66210  
[Debbie.walsh@cumulus.com](mailto:Debbie.walsh@cumulus.com)  
[cumulusmedia.com](http://cumulusmedia.com)



Kansas City





Report Summary For: **Cumulus Media**

Start Date: **02-01-2022** End Date: **01-31-2023** Location: **Topeka, Kansas**

Total: **11**

## Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 11-01-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

Broadbean posts all jobs in this report to the following Diversity Network:

[www.abilitiesinjobs.com](http://www.abilitiesinjobs.com)  
[www.asianinjobs.com](http://www.asianinjobs.com)  
[www.blackinjobs.com](http://www.blackinjobs.com)  
[www.hispanicinjobs.com](http://www.hispanicinjobs.com)  
[www.lgbtqinjobs.com](http://www.lgbtqinjobs.com)  
[www.diversityinjobs.com](http://www.diversityinjobs.com)  
[www.seniorsinjobs.com](http://www.seniorsinjobs.com)  
[www.womeninjobs.com](http://www.womeninjobs.com)  
[www.disabledperson.com](http://www.disabledperson.com)  
[www.jofdav.com](http://www.jofdav.com)  
[www.hireblack.com](http://www.hireblack.com)

[www.africanamericanjobsearch.com](http://www.africanamericanjobsearch.com)  
[www.asianjobsearch.com](http://www.asianjobsearch.com)  
[www.disabledjobseekers.com](http://www.disabledjobseekers.com)  
[www.hispanicjobexchange.com](http://www.hispanicjobexchange.com)  
[www.lgbtjobsearch.com](http://www.lgbtjobsearch.com)  
[www.seniorstowork.com](http://www.seniorstowork.com)  
[www.usdiversityjobsearch.com](http://www.usdiversityjobsearch.com)  
[www.veteranjobcenter.com](http://www.veteranjobcenter.com)





# Job Distribution Summary Report

## Report Summary For: Cumulus Media

Start Date: 02-01-2022 End Date: 01-31-2023 Location: Topeka, Kansas

Total: 11

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Account Executive job in Topeka at CUMULUS MEDIA Inc. J3N7XT6PGM1VV2YZ1ZK	Topeka	Kansas	2023/01/30	0
Cumulus Media	Account Executive job in Topeka at CUMULUS MEDIA Inc. J3Q22Q67M687JDPZL2B	Topeka	Kansas	2022/12/21	0
Cumulus Media	Account Executive J3R4JW6C41K4LF3FD4G	Topeka	Kansas	2022/08/06	0
Cumulus Media	Account Executive J3T1PX64ZTR3YG5C0JK	Topeka	Kansas	2022/04/23	0



# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **12-26-2021** End Date: **02-12-2022** Location: **Topeka, Kansas**

Total: **2**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Account Executive J3S3Q86VLQ8ZJ03243P	Topeka	Kansas	2022/01/24	0



# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **02-01-2022** End Date: **01-31-2023** Location: **Topeka, Kansas**

Total: 11

Job Req: J3T1PX64ZTR3YG5C0JK

Date Received: 03-08-2022

## Account Executive

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	03/11/2022
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	03/11/2022





# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **02-01-2022** End Date: **01-31-2023** Location: **Topeka, Kansas**

Total: **11**

Job Req: J3R4JW6C41K4LF3FD4G

Date Received: 05-04-2022

## Account Executive

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	05/06/2022
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	05/06/2022



Report Summary For: **Cumulus Media**

Start Date: 02-01-2022 End Date: 01-31-2023 Location: Topeka, Kansas

Total: 11

## Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3N7XT6PGM1VV2YZ1ZK

Date Received: 12-29-2022

### Account Executive job in Topeka at CUMULUS MEDIA Inc.

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	12/31/2022

Job Req: J3Q22Q67M687JDPZL2B

Date Received: 09-02-2022

### Account Executive

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	09/06/2022

## Morning Show On-Air Host

**CUMULUS MEDIA | Topeka** is looking for a dynamic Morning Show Co-Host to pair with our existing morning co-host. Majic 107.7 is consistently a top ranked station in all dayparts. Come join our winning team! Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver conversational, relatable content, be focused, creative, and get along with others, we should talk. The morning hosts do remotes, as well as appearances, and production, so show me what you've got! In your cover letter, include links to video, & social engagement, web articles, your aircheck, etc.

### Who We Are:

**CUMULUS | Topeka** currently features 6 stations in the Topeka area and surrounding counties. Our stations include: Majic 107.7 – adult contemporary, V100 – classic rock, 99.3 The Eagle – Classic Hits, 102.9 Cat Country, The Big Talker, 1440AM & 93.5 FM – News Talk, and 1490 KTOP – Sports Talk.

Responsibilities include co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

### Key Responsibilities:

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances
- Commercial Production; create killer endorsement ads – both on air and online – for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

**Qualifications:**

- 2 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative
- Audio demo of on-air interviews, commentary, announcements, etc. must be added to online profile/application
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally mandated accommodations.

**What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM), KDVV(FM)**  
**VACANCY DATA FORM**

<b>Full-Time Job Title:</b> On-Air Personality	<b>Date Filled:</b> 02/22/2022
<b>Recruitment Source ("RS") Referring Hiree:</b> Facebook, RS #36	<b>Total Number of Interviewees:</b> 7

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
1.	<b>Cumulus Careers Website</b> <a href="http://www.cumulusmedia.jobs.net/en-US/">www.cumulusmedia.jobs.net/en-US/</a>	N	2
2.	<b>Adzuna Website</b> <a href="http://www.adzuna.com/">www.adzuna.com/</a>	N	0
3.	<b>Job Is Job Website</b> <a href="http://www.jobisjob.com/">www.jobisjob.com/</a>	N	0
4.	<b>MyJobHelper Website</b> <a href="http://www.myjobhelper.com/">www.myjobhelper.com/</a>	N	0
5.	<b>Oodle Website</b> <a href="http://www.jobs.oodle.com/careers/careers/">www.jobs.oodle.com/careers/careers/</a>	N	0
6.	<b>The Job Spider</b> <a href="http://www.jobspider.com/">www.jobspider.com/</a>	N	0
7.	<b>Trovit Website</b> <a href="http://www.trovit.com/">www.trovit.com/</a>	N	0
8.	<b>Indeed Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.indeed.com">www.indeed.com</a>	N	3
9.	<b>Glassdoor Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.glassdoor.com/index.htm">www.glassdoor.com/index.htm</a>	N	0
10.	<b>LinkedIn Website</b> <i>(not directly contacted by SEU)</i> <a href="http://www.linkedin.com/jobs/">www.linkedin.com/jobs/</a>	N	0
11.	<b>Abilities in Jobs</b> <a href="http://www.abilitiesinjobs.com">www.abilitiesinjobs.com</a>	N	0
12.	<b>Asian in Jobs</b> <a href="http://www.asianinjobs.com">www.asianinjobs.com</a>	N	0
13.	<b>Black In Jobs</b> <a href="http://www.blackinjobs.com">www.blackinjobs.com</a>	N	0
14.	<b>Hispanic In Jobs</b> <a href="http://www.hispanicinjobs.com">www.hispanicinjobs.com</a>	N	0
15.	<b>LGBTQ In Jobs</b> <a href="http://www.lgbtqinjobs.com">www.lgbtqinjobs.com</a>	N	0
16.	<b>Diversity in Jobs</b> <a href="http://www.diversityinjobs.com">www.diversityinjobs.com</a>	N	0
17.	<b>Seniors in Jobs</b> <a href="http://www.seniorsinjobs.com">www.seniorsinjobs.com</a>	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
18.	<b>Women in Jobs</b> <a href="http://www.womeninjobs.com">www.womeninjobs.com</a>	N	0
19.	<b>Job Opportunities for Disabled Veterans</b> <a href="http://www.JOFDAV.com">www.JOFDAV.com</a>	N	0
20.	<b>Disabled Person</b> <a href="http://www.disAbledperson.com">www.disAbledperson.com</a>	N	0
21.	<b>Hire Black Now</b> <a href="http://www.hireblacknow.com">www.hireblacknow.com</a>	N	0
22.	<b>Hispanic Job Exchange</b> <a href="http://www.hispanicjobexchange.com">www.hispanicjobexchange.com</a>	N	0
23.	<b>African American Job Search</b> <a href="http://www.africanamericanjobsearch.com">www.africanamericanjobsearch.com</a>	N	0
24.	<b>Asian Job Search</b> <a href="http://www.asianjobsearch.com">www.asianjobsearch.com</a>	N	0
25.	<b>LGBT Job Search</b> <a href="http://www.lgbtjobsearch.com">www.lgbtjobsearch.com</a>	N	0
26.	<b>Disabled Job Seekers</b> <a href="http://www.disabledjobseekers.com">www.disabledjobseekers.com</a>	N	0
27.	<b>US Diversity Job Search</b> <a href="http://www.usdiversityjobsearch.com">www.usdiversityjobsearch.com</a>	N	0
28.	<b>Veteran Career Center</b> <a href="http://www.veterancareercenter.com">www.veterancareercenter.com</a>	N	0
29.	<b>Seniors to Work</b> <a href="http://www.seniorstowork.com">www.seniorstowork.com</a>	N	0
32.	<b>On Air Announcements</b> ( <i>one or more SEU stations</i> )	N	0
33.	<b>Topeka Workforce Center</b> 1430 SW Topeka Boulevard 785-235-5627 eric.flowers@ks.gov topekajobs@kansasworks.com	N	0
34.	<b>Wounded Warrior Project</b> rmckenna@woundedwarriorproject.org	N	0
36.	<b>Facebook Page</b> <a href="http://www.facebook.com">www.facebook.com</a>	N	2
37.	<b>American Business Women's Association KEEN Chapter</b> info@keentopeka.org	N	0
38.	<b>Atchison Workforce Center</b> Career Services 818 Kansas Atchison, KS 66002 cwhite@kansascommercer.com	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
39.	<b>Colby Community College</b> Career Services 1255 South Range Avenue Colby, KS 67701 doug.johnson@colbycc.edu	N	0
40.	<b>Dodge City Community College</b> Career Services 2501 North 14 <sup>th</sup> Street Dodge City, KS 67801 ereyes@dc3.edu	N	0
41.	<b>El Centro De Servicios Para Hispanos</b> 134 NE Lake Street Topeka, KS 66616 (785) 232-8207 imunoz@elcentrooftopeka.org	N	0
42.	<b>Kansas Works – Eric Flowers &amp; Kallie Foresman</b> 1430 Southwest Topeka Blvd Topeka, KS 66612 eflowers@kansasworks.com / Kallie.foresman@ks.gov	Y	0
43.	<b>Hutchinson Community College</b> Career Services 1300 North Plum Street Hutchinson, KS 67501 kellyb@hutchcc.edu	N	0
44.	<b>Junction City Workforce Center</b> Career Services 1012 SW 6 <sup>th</sup> Street #A Junction City, KS 66441 jobruner@kansascommerce.com	N	0
45.	<b>Junior League of Topeka, Inc.</b> 719 SW Van Buren St Topeka, KS 66603 (785) 273-0830 email@jltopeka.org	N	0
46.	<b>Topeka NAACP</b> 501 SE Jefferson St # 31 Topeka, KS 66607 (785) 266-2227 naacptopeka@cox.net	N	0

RS#	RS Information	Source Entitled to Vacancy Notification?	Number of Interviewees Referred by RS for the Full-Time Vacancy
47.	<b>Topeka Work Force Center</b> 1430 SW Topeka Blvd Topeka, KS 66612-1897 (785) 235-5627 (785) 233-5899 FAX topekajobs@kansasworks.com	Y	0
48.	<b>University of Kansas</b> Career Center 110 Burge Union 1601 Irving Hill Road Lawrence, KS 66045 kucareer@ku.edu	N	0
49.	<b>All Access</b> www.allaccess.com	N	0
<b>Total Interviewees</b>			7



# Referencing requisition 001975 - Morning Show On-Air Host



Edit job posting Morning Show On-Air Host 001975  

## Career Site & Manual Options Posting History



Posting ID \*:  
001975

Career Site Posting Template:

Career Site Go Live Date \*:

12/29/2021  

Career Site Expiration Date \*:

02/09/2022  

Length (in days) \*:

43

Length (in days) \*:  
43

Directing applicants from job boards to \*:  
Cumulus Media

1. Post to your career sites

Cumulus Media (Public Site)

Apply Online URL

View Posting

Direct Import Email

2. Post automatically to job boards (next step)

Adzuna - (Expired)

Job Is Job - (Expired)

The Job Spider - (Deactivated)

MyJobHelper - (Deactivated)

Oodle - (Expired)

Trovit - (Expired)

Update Career Site

Posting List (1)

Referencing requisition 001975 - Morning Show On-Air Host

Edit job posting Morning Show On-Air Host 001975

Career Site & Manual Options Posting History

Postings history

Date modified	Career Site Go Live Date	Career Site Expiration Date	User	Action	Posting ID	Site
02/09/2022 14:43:28	12/29/2021	02/24/2022	joey.wheeler	Suspension	1727	
12/29/2021 15:47:55	12/29/2021	02/24/2022	debra.roberts	Send to publish	1727	Cumulus Media

Morning Show On-Air Host (1975/1727)

Morning Show On-Air Host (1975/1727)

Board Name	Clicks	Activity	Status	Activity
AdSense	1	Posted: December 29, 2021 3:50 PM Removed: January 26, 2022 3:50 PM	✓ Expired	
Job Is Job	0	Posted: December 29, 2021 3:50 PM Removed: January 28, 2022 3:50 PM	✓ Expired	
Job Spider	0	Posted: December 29, 2021 3:50 PM Removed: February 9, 2022 2:43 PM	✓ Deleted	
MyJobHelper	0	Posted: December 29, 2021 3:50 PM Removed: February 9, 2022 2:43 PM	✓ Deleted	
Once	0	Posted: December 29, 2021 3:50 PM Removed: January 26, 2022 3:50 PM	✓ Expired	
TruTV	0	Posted: December 29, 2021 3:50 PM Removed: January 26, 2022 3:50 PM	✓ Expired	

Morning Show On-Air Host

CUMULUS MEDIA | Topeka is looking for a dynamic Morning Show Co-Host to pair with our existing morning co-host. Majic 107.7 is consistently a top ranked station in all dayparts. Come join our winning team! Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver conversational, relatable content, be focused, creative, and get along with others, we should talk. The morning hosts do remotes, as well as appearances, and production, so show me what you've got! In your cover letter, include links to video, & social engagement, web articles, your aircheck, etc.

Who We Are:

**CUMULUS | Topeka** currently features 6 stations in the Topeka area and surrounding counties. Our stations include: Majic 107.7 – adult contemporary, V100 – classic rock, 99.3 The Eagle – Classic Hits, 102.9 Cat Country, The Big Talker, 1440AM & 93.5 FM – News Talk, and 1490 KTOP – Sports Talk.

Responsibilities include co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

#### **Key Responsibilities:**

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances
- Commercial Production; create killer endorsement ads – both on air and online – for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

#### **Requirements**

#### **Qualifications:**

- 2 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative

- Audio demo of on-air interviews, commentary, announcements, etc. must be added to online profile/application
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally mandated accommodations.

**What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmedia.jobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**



Report Summary For: **Cumulus Media**

Start Date: **12-26-2021** End Date: **02-12-2022** Location: **Topeka, Kansas**

Total: **2**

## Distribution to Diversity Sites

Information in this section lists which Diversity sites that Broadbean has sent for each job requisition for the period of 01-01-2021 to 11-15-2023. The breakdown of Diversity Listings Expressions of Interest (EOI) can be found at the job level

**Broadbean posts all jobs in this report to the following Diversity Network:**

[www.abilitiesinjobs.com](http://www.abilitiesinjobs.com)  
[www.asianinjobs.com](http://www.asianinjobs.com)  
[www.blackinjobs.com](http://www.blackinjobs.com)  
[www.hispanicinjobs.com](http://www.hispanicinjobs.com)  
[www.lgbtqinjobs.com](http://www.lgbtqinjobs.com)  
[www.diversityinjobs.com](http://www.diversityinjobs.com)  
[www.seniorsinjobs.com](http://www.seniorsinjobs.com)  
[www.womeninjobs.com](http://www.womeninjobs.com)  
[www.disabledperson.com](http://www.disabledperson.com)  
[www.jofdav.com](http://www.jofdav.com)  
[www.hireblack.com](http://www.hireblack.com)

[www.africanamericanjobsearch.com](http://www.africanamericanjobsearch.com)  
[www.asianjobsearch.com](http://www.asianjobsearch.com)  
[www.disabledjobseekers.com](http://www.disabledjobseekers.com)  
[www.hispanicjobexchange.com](http://www.hispanicjobexchange.com)  
[www.lgbtjobsearch.com](http://www.lgbtjobsearch.com)  
[www.seniorstowork.com](http://www.seniorstowork.com)  
[www.usdiversityjobsearch.com](http://www.usdiversityjobsearch.com)  
[www.veteranjobcenter.com](http://www.veteranjobcenter.com)





# Job Distribution Summary Report

Report Summary For: **Cumulus Media**

Start Date: **12-26-2021** End Date: **02-12-2022** Location: **Topeka, Kansas**

Total: **2**

Brand	Job Title/Req	City	State	Listing Date	EOI
Cumulus Media	Morning Show On-Air Host J3S4FV6WNRQRQ1YPMHT	Topeka	Kansas	2022/01/26	0



Report Summary For: **Cumulus Media**

Start Date: 12-26-2021 End Date: 02-12-2022 Location: Topeka, Kansas

Total: 2

## Distribution to Career One-Stop Centers and Community-Based Organizations

Job Req: J3S4FV6WNRQRQ1YPMHT

Date Received: 12-29-2021

### Morning Show On-Air Host

Cumulus Media Topeka, Kansas

Center Name	Center Type	Address	Phone	Email	Date Sent
TOPEKA WORKFORCE CENTER	One-Stop Career Center	1430 SW Topeka Boulevard	785-235-5627	eric.flowers@ks.gov topekajobs@kansasworks.com	12/31/2021
Wounded Warrior Project	Veterans Center			rmckenna@woundedwarriorproject.org	12/31/2021

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**From:** Debbie Walsh  
**Sent:** Friday, January 21, 2022 4:46 PM  
**To:** American Business Women's Assoc <info@keentopeka.org>; Atchison Workforce Center <cwhite@kansascommercer.com>; Colby Comm College <doug.johnson@colbycc.edu>; Dodge City Comm College <ereyes@dc3.edu>; El Centro De Servicios Para Hispanos <imuno@elcentrooftopeka.org>; Hutchinson Comm College <kellyb@hutchcc.edu>; Junction City Workforce Center <jobruner@kansascommerce.com>; Junior League of Topeka, Inc <email@jltopeka.org>; Kansas Works - Eric Flowers <eflowers@kansasworks.com>; Kansas Works - Kallie Foresman <kallie.foresman@ks.gov>; Topeka NAACP <naacptopeka@cox.net>; Topeka Work Force Center <topekajobs@kansasworks.com>; University of Kansas <kucareer@ku.edu>  
**Subject:** Morning Show On-Air Host KMAJ-FM

*Hello:*

*Please reply to confirm that you have received the attached job opening notice and are posting this position at your organization.*

**Dear Personnel Professional:**

Cumulus Media Topeka is an equal opportunity/affirmative action employer and equal opportunity is afforded to all qualified persons. No person is discriminated against in employment because of race, color, religion, sex, national origin, age or disability.

Cumulus Topeka radio group is currently recruiting for Full-Time Morning Show On-Air Host for KMAJ-FM

**CUMULUS MEDIA | Topeka** is looking for a dynamic Morning Show Co-Host to pair with our existing morning co-host. Majic 107.7 is consistently a top ranked station in all dayparts. Come join our winning team! Our people work in a state-of-the-art facility, take pride in our community and value teamwork. If you can deliver conversational, relatable content, be focused, creative, and get along with others, we should talk. The morning hosts do remotes, as well as appearances, and production, so show me what you've got! In your cover letter, include links to video, & social engagement, web articles, your aircheck, etc.

**Who We Are:**



**CUMULUS | Topeka** currently features 6 stations in the Topeka area and surrounding counties. Our stations include: Majic 107.7 – adult contemporary, V100 – classic rock, 99.3 The Eagle – Classic Hits, 102.9 Cat Country, The Big Talker, 1440AM & 93.5 FM – News Talk, and 1490 KTOP – Sports Talk.

Responsibilities include co-hosting shows that generate ratings by being entertaining, informative, community oriented and forwarding the brand. Must have a deep understanding of how to go beyond the latest news, headlines, and events to craft an entertaining and unique product. The candidate should be able to plan and produce a quality show, through creative ideas, segments, celebrity interviews and production elements. Commercial production is required. As an ambassador for Cumulus, participation in station and client events/remotes, connecting with the community and our listeners, building a relationship with clients through the sales team and networking within the market are paramount. Candidates must have unparalleled passion, worth ethic and drive.

### **Key Responsibilities:**

- Produce a compelling radio show by using creativity, imagination and exercise of independent professional judgment in writing, producing, interviewing, taping or broadcasting on-air content
- Great with phones/interacting with callers, interviewing artists/guests and hosting live events
- Connect with listeners via phones, social, video, web and on-site
- Daily social media engagement; website and digital content generation
- Participates in station Programming, Promotions, and Sales meetings and events
- Assist in production and imaging of the station
- Live Broadcasts and station appearances
- Commercial Production; create killer endorsement ads – both on air and online – for mutually agreed upon products
- Voice other commercials as assigned
- Handles emergency news/weather in show; on call for weather disasters/breaking news
- Ensures logged commercials, promotions, sweepers and any other programming element essential to the station's operations are aired
- Performs additional duties in small stations, such as production, assisting program director or music director, operating radio transmitter or writing advertising copy. Plays music as specified by music director and music log

### **Qualifications:**

- 2 + years of Full-Time On-Air experience with successful ratings history required
- Strong production skills and knowledge of Op X, VOX Pro/Adobe Audition and Audacity
- Proficient in Microsoft Office suite and social networking
- Socially informed and perceptive; up-to-date and in tune daily with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Demonstrated upbeat personality, informative, entertaining and engaging on the air; able to relate to station audience
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Excellent verbal and written communication and editing skills; proficient in grammar; ability to make others feel comfortable and open up on air
- Demonstrated creativity and imagination
- Can work well in a team environment; collaborative
- Audio demo of on-air interviews, commentary, announcements, etc. must be added to online profile/application
- All new hires must be fully vaccinated for COVID-19 by date of hire, subject to legally mandated accommodations.

### **What we offer:**

- Competitive pay
- Professional growth and career path
- Focused, responsible and collaborative work environment with the ability, to ask “what if” and try innovative solutions
- Medical, Dental & Vision Insurance coverage
- 401K with company match to plan for the long-term
- Paid Vacation & Holidays

For immediate consideration, please visit <https://cumulusmediajobs.net/>

For more information about CUMULUS MEDIA, visit our website at: <https://www.cumulusmedia.com/>

**CUMULUS MEDIA is proud to be an Equal Opportunity Employer (EOE).**

**Debra Walsh (Roberts)**  
**Business Manager, Business Office**  
**Cumulus Radio Station Group | KANSAS CITY**  
**O: 913-514-3124**

8900 Indian Creek Parkway Building Six Suite 300  
 Overland Park, KS 66210  
[Debbie.walsh@cumulus.com](mailto:Debbie.walsh@cumulus.com)  
[cumulusmedia.com](http://cumulusmedia.com)



Kansas City





affiliated with  
MEDIABASE  
pro stay



RADIO'S BIGGEST  
IMAGING VOICES  
APPLY NOW FOR 2021

Forum rules

You can only post the job opening once in any 24 hour period. Please print your job opening for EOE records. Job openings will remain visible for 14 days. Do not post in this forum if you are looking for work. Please, go to Situations Wanted to post your availability. No voiceover, voicetracking, or other business plugs, please!

Post Reply

Search this topic...

1 post • Page 1 of 1

Morning Co-Host - AC

by ambersplace » Mon Jan 03, 2022 7:07 am

ambersplace

Posts: 15  
Joined: Thu Nov 19, 2009 1:39 pm

CUMULUS MEDIA | Topeka is looking for a dynamic Morning Show Co-Host to pair with our existing morning host. If you can deliver conversational, relatable content, be focused, creative, and get along with others, we should talk. The morning hosts do remotes, as well as appearances, and production, so show me what you've got! In your cover letter, include links to video, & social engagement, web articles, your aircheck, etc.

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CONTENT DIRECTOR FOR PORTLAND, OR

FM NEWS TALK KXL, 750 THE GAME KXTG, AND FREEDOM 970 KUFO

ALPHA MEDIA IS AN EQUAL OPPORTUNITY EMPLOYER AND PARTICIPATES IN E-VERIFY. EMAIL: JOBS@ALPHAMEDIAUSA.COM



CALLING ALL STORYTELLERS!

KSL NEWSRADIO HAS A RARE OPENING FOR A FULL-TIME REPORTER ON ONE OF THE BEST TEAMS IN THE BIZ.

GOT WHAT IT TAKES? CLICK HERE



Mail - Amber Lee - Outlook x Morning Co-Host in Topeka at M x +


facebook.com/job/job-opening/474569720849902?referrer\_mechanism=view\_as\_applicant\_button&source=detail\_view&view\_as\_applicant=true

Search Facebook

This is what your job looks like to a job applicant.

# Majic 107.7

Today's Hits



## Morning Co-Host

Majic 107.7

Apply

Save Share Report

### Job Details

- Full-time
- 825 S Kansas Ave, Ste 100, Topeka, KS 66612
- Posted a few seconds ago

### Job Description

CUMULUS MEDIA | Topeka is looking for a dynamic Morning Show Co-Host to pair with our existing morning host. If you can deliver conversational, relatable content, be focused, creative, and get along with others, we should talk. In your cover letter, include links to video content, social engagement, web articles you've written, your aircheck, etc.

Interested parties must apply via [CumulusMedia.com](http://CumulusMedia.com)

You'll also find a full job description and requirements on that website - [CumulusMedia.com](http://CumulusMedia.com)

### Schedule

### Posted By

Majic 107.7  
Radio station

4,282 people like this

We love music. All the best of Today - like Bruno Mars, Pink, Adele, Maroon 5. And all the best of Yesterday - like Madonna, Michael Jackson, Prince, Matchbox 20, Backstreet Boys. A Cumulus Media Station

<http://www.kmaj.com/>

Visit Page

Type here to search

11°F Sunny 12:23 PM 1/6/2022

KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM), KDVV(FM)

VACANCY DATA FORM

<b>Full-Time Job Title:</b> Account Executive	<b>Date Filled:</b> 01/30/2023
<b>Recruitment Source ("RS") Referring Hiree:</b> Employee Referral, RS # 30	<b>Total Number of Interviewees:</b> See VDF for Account Executive #1 filled on 08/15/2022

Please note that Account Executive #2 was also part of the same recruitment effort as Account Executive #1. See the Vacancy Data Form for Account Executive #1, filled 08/15/2022, for recruitment and interviewee information. Kindly note that the position was re-posted several times between August 2022 and January 2023.

## **Attachment C**

**KTOP(FM), KDVV(FM), KMAJ(AM), KMAJ(FM), KTOP(AM),  
KWIC(FM) and KDVB(FM)**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
<b>1</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On July 22, 2021, our SEU's Market Manager took part in a presentation by Brooks Scott entitled, <i>Conversations of Race &amp; Allyship in the Workplace</i> . During his presentation he emphasized the importance of learning better ways to communicate to create a healthier workplace environment. He discussed managing unconscious biases, team building around values, learning specific skills and tactics to navigate sensitive conversation, understanding how to give useful feedback, and encouraged attendees to hire, promote and acknowledge people who don't look, think, act, and problem solve like them.
<b>2</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On August 11, 2021, our SEU's Market Manager participated in a presentation conducted by Merging Path Coaching entitled, <i>Managing Unconscious Bias</i> . This session focused on managing teams without a bias.
<b>3</b>	Host Virtual Job Fair (11)	Between March 22, 2021 and January 28, 2022, our SEU hosted virtual job fairs on a monthly basis, for a total of eleven in 2021/2022. Given the current environment, our SEU decided to use the powerful combination of radio, digital, and a virtual hiring event to showcase local businesses, their missions, and their open positions. These events were promoted between February 2021 and January 2022, and proved to be appreciated and successful events.
<b>4</b>	Participate in a Scholarship Program	<p>The KAB and KAB Foundation extend scholarships to worthy students annually. During the month of April 2021, our SEU promoted the Kansas Association of Broadcasters ("KAB") EEO Scholarship Program with approximately 700 promos. In May 2021, our Market Manager was part of a select group appointed to review the scholarship applications.</p> <p>Starting January 1, 2022 until May 1, 2022, our SEU is again participating in the KAB EEO Scholarship Program. Our SEU has pledged 350 spots per station during this time period to support this program.</p>



	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
5	Management-level training regarding Diversity, Equity, and Inclusion	During the month of December 2021, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers – Market Manager, Operations Manager, Business Manager, Local Sales Manager, Digital Sales Manager, and Promotions Manager – as well as the Program Directors were required to complete courses online using ThinkZoom. Participants viewed five segments entitled “Working Well With Everyone,” which addressed the meaning of diversity, the diversity continuum, the mistake of stereotyping, the power of inclusion, and diversity = greatness.
6	Management-level training regarding methods of ensuring equal employment opportunity and prevention of discrimination and harassment	During the month of December 2021, our SEU participated in harassment prevention training. All hiring managers – Market Manager, Business Manager, Operations Manager, Program Directors, and Chief Engineer – were required to complete a course prepared by Mineral entitled “Harassment Prevention.” The course presented best practices for updating policies and procedures, reporting incidents, and following up on complaints. In order to obtain a certificate of participation, managers were required to take a quiz following completion of the tutorial.



Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination



Todd McCarty ► Cumulus Market Managers

June 15, 2021 · 🌐

...

Market Managers and RVPs,

As Mary mentioned on the last Market Manager call, education is critical in our mission to becoming a more diverse, equitable and inclusive company. We're excited to roll out phase one of our DEI training which is specifically for leadership in our company.

We are requiring that all Market Managers/RVPs attend two different sessions. The first session is titled Race and Allyship in the Workplace and the second is Managing Unconscious Bias. Brief descriptions for the sessions are below.

The sessions:

Race & Allyship in the Workplace is an in-depth discussion about the current cultural climate surrounding race and what it means to ally. Managing Unconscious Bias is a fast-paced and interactive exploration of our unconscious biases, their impact on our work, and tactics for addressing them. Your facilitator, Brooks E. Scott, the owner and founder of Merging Path Coaching, is a professionally certified Executive Coach and Interpersonal Communications expert that specializes in management and leadership training, all with a focused lens of diversity and inclusion. He delivers conversational style workshops that are designed to provide an open safe space to explore identity themes and topics.

Market Manager Nic Merenda's calendar

Time	Sunday 11	Monday 12	Tuesday 13	Wednesday 14	Thursday 15	Friday 16	Saturday 17
8 AM							
9 AM		DEI Training: Race and Allyship in the Workplace IBD		Department Head Meeting: Microsoft	All In Meeting: Microsoft Teams M	Department Head Meeting: Microsoft	
10 AM		Race & Allyship in the Workplace   CUMULUS See information   Todd McCarty IBD					
11 AM			Cumulus Digital: Broadcasted on I [EXT] Invitation: Topeka, KS - Rachel Dennis @				
12 PM		Junior Achievement Board Member IBD Nic Merenda					
1 PM		Daily Sales Meeting: Microsoft Tea	Daily Sales Meeting: Microsoft Tea	Daily Sales Meeting: Microsoft Tea	[EXT] RAB Weekly Account Mating	Daily Sales Meeting: Microsoft Tea	
2 PM		Department Head Meeting: Microsoft	Westwood One NFL College KTOP-AM				
3 PM							
4 PM							



Market Manager Nic Merenda's calendar

Time	Sunday 8	Monday 9	Tuesday 10	Wednesday 11	Thursday 12	Friday 13	Saturday 14
8 AM			+1				
9 AM		Department Head Meeting: Micros		Department Head Meeting: Micros	All In Meeting: Microsoft Teams Mt.	Department Head Meeting: Micros	
10 AM				DEI Training - Managing Unconscious Bias TSD	[EXT] FW - Greg C Nicola Merenda's	Department Head Meeting: Micros	
11 AM				Managing Unconscious Bias   CUMULUS MEDIA See information below Todd McCarty		Chad Lawton One-on-One	
12 PM							
1 PM		Daily Sales Meeting: Microsoft Tea	Daily Sales Meeting: Microsoft Tea	Daily Sales Meeting: Microsoft Tea		Daily Sales Meeting: Microsoft Tea	
2 PM							
3 PM							
4 PM	Political Upload Compliance: Cont	Political Upload Compliance: Cont	CrossFit Free State 5005 SW Tr	Political Upload Compliance: Cont	CrossFit Free State 5005 SW Tr	Political Upload Compliance: Cont	Political Upload Compliance: Cont
5 PM							

---

**From:** Nic Merenda  
**Sent:** Monday, January 25, 2021 1:18 PM  
**To:** Ethan Jackson; Krystal Mercer; Ali Dover; Amber Lee; Joey Irsik; Sean Zears (Kelly) (Sean.Zears@cumulus.com); Angie Stevens; Chad Lawton; Gene Owen; John Tarwater  
**Subject:** New Virtual Job fair Promos  
**Attachments:** YA5254P97447.mp3

Everyone on this email needs to reach all the way to the bottom  
Krystal

Can you please enter three new orders for :30 Virtual Job fair Promos.

- Number 1:
  - Starts Monday 02/01/2021 thru Sunday 02/21/2021
  - Same schedule as a Sweet Deals order.
  - All 6 stations plus streaming on all six
  - Spot is attached (YA5254P97447)
  
- Number 2:
  - Starts on 02.22.2021 thru 02.26.2021.
  - Same schedule as a Sweet Deals order.
  - All 6 stations plus streaming on all six
  - New Script is Below
  
- Number 3:
  - Starts Monday 02/27/2021 thru Sunday 03/21/2021
  - Same schedule as a Sweet Deals order.
  - All 6 stations plus streaming on all six
  - Spot is attached (YA5254P97447)

Ethan

Can you either produce the spot below or have CCC do it?

It is going to run on all six stations and on the stream.

*Looking for new job, a better job, or a job that keep you gainfully employed in the new year? The you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com February 22nd through February 26th to find local and regional companies with positions available right now. February 22nd through February 26th The Now Hiring Kansas Virtual Job Fair is at nowhiringkansas.com. Sponsored by White Line CDL and Cumulus Topeka!*

Ali:

Please revise the current logo to include the White line CDL.

You also need to make sure that the most current masthead logo on each page matches the master.

Please also make sure White line CDL is placed on the Featured Companies page above Prairie Band.  
The next Job fair will be 03/22/2021 – 03/26/2021.  
Please create the new logo with the new sponsor so that it can go live on Saturday 02/01/2021.

**On-Air Talent:**

When we mention anything on air please include , “Sponsored by White line CDL and Cumulus Topeka!!”

Nic  
Nicola (Nic) Merenda  
Market Manager/Vice-President  
Cumulus Topeka  
825 South Kansas Avenue - Suite 100  
Topeka, Kansas 66612  
Office: 1-785-270-0801  
Fax: 1-785-270-0803

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)



---

**From:** Nic Merenda  
**Sent:** Friday, December 17, 2021 1:14 PM  
**To:** Amber Lee; Joey Irsik; Robert Elfman; Angie Stevens; Shawn Knight; Ethan Jackson; Rachel Punches  
**Cc:** Chad Lawton; Gene Owen; KC Front Desk; Mirta Salceda  
**Subject:** New Virtual Job fair Promos  
**Attachments:** YA5254P97447.mp3; NOWHIRINGKSJOB - WEB NOV.png

Everyone on this email needs to read this email all the way to the bottom.

KC Front Desk

You need to add three production orders to vcreative for the following 6 orders

- 832253
- 832259
- 832262
- 832263
- 832266
- 832267
- Line 1:
  - Starts on 01/03/2022 thru 01/23/2022
  - All 6 stations plus streaming on all six
  - Spot is attached (YA5254P97447)
- Line 2
  - New Script is Below
  - Starts Monday 01/24/2022 thru Sunday 01/28/2022
  - All 6 stations plus streaming on all six
  - *Looking for new job, a better job, or a job that will keep you gainfully employed? Then you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com January 24th through January 28<sup>th</sup> to find local and regional companies with positions available right now. January 24th through January 28<sup>th</sup> The Now Hiring Kansas Virtual Job Fair is at [nowhiringkansas.com](http://nowhiringkansas.com). Sponsored by White Line CDL, and Cumulus Topeka!*
- Line 3
  - Starts Monday 01/29/2022 thru Sunday 2/20/2022
  - All 6 stations plus streaming on all six
  - Spot is attached (YA5254P97447)

Ethan:

Can you send the copy below to CCC.  
It is going to run on all six stations and on the stream.

- *Looking for new job, a better job, or a job that will keep you gainfully employed? Then you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com January 24th through January 28<sup>th</sup> to find local and regional companies with positions available right now. January 24th through January 28<sup>th</sup> The Now Hiring Kansas Virtual Job Fair is at [nowhiringkansas.com](http://nowhiringkansas.com). Sponsored by White Line CDL, and Cumulus Topeka!*

**Rachel**

I need you to update the attached masthead logo with the new dates, January 24 – 28, 2022, and delete the Futamura logo and upload it to Now Hiring Kansas.

Whiteline CDL should be the only sponsor on the sponsor line.

The pages where the masthead has to be updated:

- <https://www.nowhiringkansas.com/>
- <https://www.nowhiringkansas.com/featured-companies-now-hiring-kansas/>

We also need to update the logo for KMAJ-AM on the following page

- <https://www.nowhiringkansas.com/contact/>

**On-Air Talent:**

When we mention anything on air please include , “Sponsored by Whiteline CDL Training, and Cumulus Topeka!”

Approval Group	Sales Manager						6
! Topeka, KS	Cash	KDVV-FM/KD...	Promos	GEN	Promos		832253
! Topeka, KS	Cash	KMAJ-AM	Promos	GEN	Promos		832259
! Topeka, KS	Cash	KMAJ-FM	Promos	GEN	Promos		832262
! Topeka, KS	Cash	KTOP-AM	Promos	GEN	Promos		832263
! Topeka, KS	Cash	KTOP-FM	Promos	GEN	Promos		832266
! Topeka, KS	Cash	KWIC-FM	Promos	GEN	Promos		832267

Please let me know how I can help!

Nic

Nicola (Nic) Merenda

Market Manager/Vice-President

Cumulus Topeka

825 South Kansas Avenue - Suite 100

Topeka, Kansas 66612

Office: 1-785-270-0801

Fax: 1-785-270-0803

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)





[BULK] RE: [EXT] KAB Launches New EEO Program In Conjunction with Broadcast Scholarships

Allison Mazzei <allison@kab.net>

Tue 3/30/2021 4:14 PM

To: Nic Merenda <Nic.Merenda@cumulus.com>

Cc: Krystal Mercer <Krystal.Mercer@cumulus.com>

5 attachments (972 KB)

EEO Program Welcome Letter.pdf; Script for 2021 KAB EEO Scholarship Program.doc; KAB Scholarship spot.mp3; KAB Broadcast Scholarship 2021 Fillable Form.pdf; KAB Logo Blue screened.jpg;

Thank you for opting in, Nic!

We are so glad you have decided to participate in the 2021-2022 cycle of the KAB's **EEO Scholarship Program**. Attached to this email please find:

- **Welcome Letter** with outline of participation steps & deadlines.
- **Sample script**, for your on-air promos (in case you would like to use your own talent).
- **Produced spot** for on-air promos. We do not currently have a produced spot for TV.
- **KAB logo**, if you create a link on your website to the application page:  
<https://kab.net/resources/scholarships/>
- **Scholarship Application**, for your reference and if applicants request one.

KAB will send you an invoice for the required donation to the KAB Foundation.

Please share the attached documents with those on your staff who need to be involved in this process and contact me with any questions.

Regards,  
Allison

**Allison Mazzei**  
(Pronounced May-zee)  
President  
785-235-1307 (W)  
316-253-3158 (M)  
[allison@kab.net](mailto:allison@kab.net)

**From:** Nic Merenda <Nic.Merenda@cumulus.com>  
**Sent:** Tuesday, March 30, 2021 3:58 PM  
**To:** Allison Mazzei <allison@kab.net>  
**Cc:** Krystal Mercer <Krystal.Mercer@cumulus.com>  
**Subject:** RE: [EXT] KAB Launches New EEO Program In Conjunction with Broadcast Scholarships

Allison



214 SW 6th Ave., #300  
Topeka KS 66603  
(785) 235-1307  
[allison@kab.net](mailto:allison@kab.net)  
[www.kab.net](http://www.kab.net)

Dear KAB Member,

We are about to enter the first phase of the EEO Scholarship Program for 2021 and 2022. Your participation in this scholarship program allows your station the opportunity to achieve a full EEO credit.

As listed by the FCC in their EEO initiative, stations can achieve a full EEO credit "by participating in scholarship programs designed to assist students interested in pursuing a career in broadcasting."

Thanks to your two-year participation in 2021 and 2022, the KAB Foundation will grant up to \$16,000 in scholarships each year. You will receive an invoice from the KAB for your donation that will cover both years of this two-year program.

Also attached to this email are the scholarship application, KAB logos and scholarship spot to air on your station(s). A sample script is also included in case you would like to produce a spot using your own talent. KAB will accept all applications via email. Please post this link on your website(s): <https://kab.net/resources/scholarships/>

**Here is the timeline for this phase of the EEO Scholarship Program:**

**January 1 - May 1** Air promos. SEU decides scheduling; you must run a schedule you feel will be acceptable to FCC in case of audit. Place a copy of the insertion order and script in your public file, along with affidavits after the schedule is complete.

**May 1:** All applications must be received at the KAB office.

**May 10-17:** Each SEU must review all applications (provided to you by KAB) and submit judging forms to KAB office. KAB will supply judging criteria and scorecards.

**June 7-11:** Applicant pool narrowed based on SEU judging, pending final selection of the scholarship winners by the KAB Scholarship Committee.

The KAB urges you to keep copies of all related documents in your public file.

Contact me with any questions. Thank you again for your support of the KAB EEO Scholarship Program!

A handwritten signature in cursive script that reads "Allison Mazzei".

Allison Mazzei  
KAB President  
[allison@kab.net](mailto:allison@kab.net)

---

**From:** Nic Merenda  
**Sent:** Thursday, May 06, 2021 12:56 PM  
**To:** 'Allison Mazzei'  
**Subject:** RE: [EXT] [BULK] RE: EEO Scholarship Program: Applications for Judging  
**Attachments:** Merenda EEO Judges Master Scoring Form.xlsx

Allison

Please find attached my scoring of the EEO Scholarship Program applicants!

If you have any questions or need any additional information please do not hesitate to reach out!

Nic

Nicola (Nic) Merenda

Market Manager/Vice-President

Cumulus Topeka

825 South Kansas Avenue - Suite 100

Topeka, Kansas 66612

Office: 1-785-270-0801

Fax: 1-785-270-0803

Cell: 1-847-846-7251

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)



**Cumulus Radio**  
STATION GROUP  
A DIVISION OF CLEAR CHANNEL MEDIA

TOPEKA



---

**From:** Allison Mazzei <[allison@kab.net](mailto:allison@kab.net)>  
**Sent:** Thursday, May 06, 2021 10:57 AM  
**Subject:** [EXT] [BULK] RE: EEO Scholarship Program: Applications for Judging

I attached the wrong packet to my initial email. Please find all applications in the PDF attached.

**Allison Mazzei**  
*(Pronounced May-zee)*  
President  
785-235-1307 (W)  
316-253-3158 (M)  
[allison@kab.net](mailto:allison@kab.net)



---

**From:** Allison Mazzei  
**Sent:** Thursday, May 6, 2021 10:20 AM

**Subject:** EEO Scholarship Program: Applications for Judging  
**Importance:** High

Good Morning,

Thank you again for taking part in KAB's EEO Scholarship program. Our scholarship deadline for applicants was May 1 and in-person interviews are scheduled with our scholarship committee for June 15. Before the interviews take place, we need you need to review the enclosed scholarship applications and score them according to the criteria in the attached judging instructions document. **Please have the same person judge all applications.** There are 7 qualified scholarship applicants.

Station scores will complete Phase 1 of the judging process. Phase 2 occurs when the applicants are interviewed the KAB Scholarship Committee. Station scores will have equal weight across other grading categories in the scholarship committee's final evaluation.

Please let me know if you have issues opening the Scholarship Applicant Packet. Note that Morales Macedo somehow password protected her documents, and I have not been able to remove it. The password is **KAB**

**Please have your judging scoresheet back to me by Friday, May 21.** Don't hesitate to reach out with questions.

Thank You,  
Allison

**Allison Mazzei**  
*(Pronounced May-zee)*  
President  
785-235-1307 (W)  
316-253-3158 (M)  
[allison@kab.net](mailto:allison@kab.net)



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## Transcript for Nicola Merenda

Report Filters: Completion Status: Not Started, In Progress, Complete, Failed, Time Requirement Not Met, Pending Approval, Locked, Did Not Attend

Report Created On: 11/1/2023 12:58:01 PM

Course	Enrolled Via	Status
Anti-Harassment Training - Managers (non-state specific)	Requirement	Complete3/16/2023
Anti-Harassment: 02. Anti-Harassment for Managers	Requirement	Complete3/16/2023
Anti-Harassment: 03. Investigating Harassment Complaints	Requirement	Complete3/16/2023
Anti-Racism: Calling Out and Calling In	Historical	Complete8/15/2022
Anti-Racism: Colorblindness Doesn't Work	Historical	Complete8/15/2022
Anti-Racism: Learning to Listen and Listening to Learn	Historical	Complete8/15/2022
Anti-Racism: Maintaining Momentum	Historical	Complete8/16/2022
Anti-Racism: The Anti-Racism Continuum	Historical	Complete8/17/2022
DEI Education - Privilege	Requirement	Complete9/11/2023
DEI Track 1	Requirement	Complete3/16/2023
Microaggressions	Requirement	Complete3/16/2023
Privilege: 01. What Is Privilege?	Requirement	Complete9/11/2023
Privilege: 02. Privilege Scenarios	Requirement	Complete9/11/2023
Privilege: 03. Using Your Privilege	Requirement	Complete9/11/2023
Tokenism	Requirement	Complete3/16/2023
Unconscious Bias: 01. What is Unconscious Bias?	Historical	Complete4/15/2022
Unconscious Bias: 02. Types of Unconscious Bias	Historical	Complete4/17/2022
Unconscious Bias: 03. Overcoming Unconscious Bias	Historical	Complete4/17/2022

Understanding Harassment: 01. Introduction to Understanding Harassment Requirement Complete 3/16/2023

Understanding Harassment: 02. Understanding Offenders Requirement Complete 3/16/2023

Understanding Harassment: 03. Understanding Targets Requirement Complete 3/16/2023

Understanding Harassment: 04. Bystander Training Requirement Complete 3/16/2023

Understanding Harassment: 05. Warning Signs Requirement Complete 3/16/2023

Understanding Harassment: 06. Healthy Culture Requirement Complete 3/16/2023

Working Well with Everyone: 01. What is Diversity? Historical Complete 12/12/2021

Working Well with Everyone: 02. Diversity by Design Historical Complete 12/12/2021

Working Well with Everyone: 03. The Mistake of Stereotyping Historical Complete 12/12/2021

Working Well with Everyone: 04. The Power of Inclusion Historical Complete 12/12/2021

Working Well with Everyone: 05. Diversity = Greatness Historical Complete 12/12/2021

5/2022

**KTOP-FM, KWIC(FM), KMAJ-FM, KMAJ(AM), KTOP(AM),  
KDVV(FM)**

**III. RECRUITMENT INITIATIVES**

	<b>Type of Recruitment Initiative (Menu Selection)</b>	<b>Brief Description of Activity</b>
<b>1</b>	Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination	On May 24, 2022, our Market and Business Managers as well as our HR Business Partner participated in a presentation conducted by Cumulus Media Inc.’s Executive Vice President and General Counsel as well as its Vice President, Human Resources entitled, “The FCC’s Equal Employment Opportunity Rules: Your Guide to Compliance for Cumulus Market Managers, Business Managers & HR Business Partners.” The FCC’s EEO recruitment, recordkeeping, and reporting requirements were reexamined and reinforced, after which questions were entertained.
<b>2</b>	Management-level training regarding Diversity, Equity, and Inclusion	During the months of April and May of 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete courses on-line using ThinkZoom. Participants viewed three segments entitled “Unconscious Bias,” which addressed the meaning of Unconscious Bias – what it is, the types of Unconscious Bias, and how to overcome it.
<b>3</b>	Management-level training regarding Diversity, Equity, and Inclusion	During the month of August 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a ThinkZoom course on-line which included five separate segments dealing with Anti-Racism entitled: the Anti-Racism Continuum; Color-Blindness and Why it Doesn’t Work; Calling In vs. Calling Out People; Learning to Listen and Listening to Learn; and, Keeping the Momentum going. Each session is designed to offer specific ways every individual can contribute to the ongoing fight against racism.

	Type of Recruitment Initiative (Menu Selection)	Brief Description of Activity
4	Management-level training regarding Diversity, Equity, and Inclusion	During the months of November/December 2022, this SEU participated in Diversity, Equity, and Inclusion training. All hiring managers—Market Manager, Operations Manager, and Business Manager—as well as the entire staff were required to complete a Think Mineral course on-line titled: <i>Your Role in Workplace Diversity</i> . This training reinforced the many personal and professional benefits of working in a diverse and inclusive workforce and introduced the key concepts of allyship and how to advocate for diversity, equity, and inclusion.
5	Host Virtual Job Fairs (12)	Between February 1, 2022, and January 27, 2023, our SEU hosted virtual job fairs on a monthly basis (twelve in 2022/2023.) Given the current environment, our SEU decided to use the powerful combination of radio, digital, and virtual hiring events to showcase local businesses, their missions, and their open positions. These events were promoted on all SEU stations between February 2022 and January 2023 and proved to be appreciated and successful.
6	Participate in event/program sponsored by or on behalf of a professional organization related to careers in broadcasting	On April 7, 2022, the Kansas Association of Broadcasters sponsored a student seminar and awards luncheon. Our Market Manager was asked to participate on one of the panels presented during the seminar, in which high school and college students received tips from professionals in the industry about how to secure a job in this business and transition into a professional television or radio station environment.
7	Participate in Career Fair	On April 7, 2022, our Market Manager participated in a Career Fair sponsored by the Kansas Association of Broadcasters, during which he spoke with interested attendees about the company, career opportunities in broadcasting, and open positions within the Topeka SEU.
8	Scholarship Program	On May 5, 2022, our SEU assisted the Kansas Association of Broadcasters (“KAB”) with its EEO Scholarship Program. Our Market Manager reviewed and evaluated applications received by the KAB and submitted his recommendations to the scholarship committee.



Management-level training concerning methods of ensuring equal employment opportunity and preventing discrimination



Amber Hodgson uploaded a file in the group: Cumulus Legal Department

May 24, 2022



FCC EEO Training Webinar from May 24, 2022

The FCC EEO Training PowerPoint materials from today's webinar are attached. The recording of the webinar will be linked in a comment below. Please let the Legal team know if you have any questions!



*Your Guide to Compliance  
for Cumulus Market Managers, Business Managers & HR Business Partners*

*May 24, 2022*

# Transcript for Nicola Merenda

Report Filters: Completion Status: Not Started, In Progress, Complete, Failed, Time Requirement Not Met, Pending Approval, Locked, Did Not Attend

Report Created On: 11/1/2023 12:58:01 PM

Course	Enrolled Via	Status
Anti-Harassment Training - Managers (non-state specific)	Requirement	Complete3/16/2023
Anti-Harassment: 02. Anti-Harassment for Managers	Requirement	Complete3/16/2023
Anti-Harassment: 03. Investigating Harassment Complaints	Requirement	Complete3/16/2023
Anti-Racism: Calling Out and Calling In	Historical	Complete8/15/2022
Anti-Racism: Colorblindness Doesn't Work	Historical	Complete8/15/2022
Anti-Racism: Learning to Listen and Listening to Learn	Historical	Complete8/15/2022
Anti-Racism: Maintaining Momentum	Historical	Complete8/16/2022
Anti-Racism: The Anti-Racism Continuum	Historical	Complete8/17/2022
DEI Education - Privilege	Requirement	Complete9/11/2023
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2023  
RT  
#3

2023  
RT  
#2

Understanding Harassment: 01. Introduction to Understanding Harassment	Requirement	Complete3/16/2023
Understanding Harassment: 02. Understanding Offenders	Requirement	Complete3/16/2023
Understanding Harassment: 03. Understanding Targets	Requirement	Complete3/16/2023
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Understanding Harassment: 05. Warning Signs	Requirement	Complete3/16/2023
Understanding Harassment: 06. Healthy Culture	Requirement	Complete3/16/2023
Working Well with Everyone: 01. What is Diversity?	Historical	Complete12/12/2021
Working Well with Everyone: 02. Diversity by Design	Historical	Complete12/12/2021
Working Well with Everyone: 03. The Mistake of Stereotyping	Historical	Complete12/12/2021
Working Well with Everyone: 04. The Power of Inclusion	Historical	Complete12/12/2021
Working Well with Everyone: 05. Diversity = Greatness	Historical	Complete12/12/2021

## Dawn King

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**From:** Nic Merenda  
**Sent:** Wednesday, February 16, 2022 1:34 PM  
**To:** Amber Lee; Joey Irsik; Robert Elfman; Shawn Knight; Ethan Jackson; Rachel Punches; Chad Lawton; Gene Owen; KC Front Desk; Mirta Salceda  
**Subject:** FW: New Virtual Job fair Promos  
**Attachments:** YA5254P97447.mp3; January 2022 Masthead nowhiringkansas.JPG

Everyone on this email needs to read this email all the way to the bottom.

KC Front Desk

You need to add three production orders to vcreative for the following 6 orders

- 865399 865423 865418
- 865416 865416 865420

Line 1:

- Starts on 02/26/2022 thru 03/20/2022
- All 6 stations plus streaming on all six
- Spot is attached (YA5254P97447)

Line 2

- New Script is Below
- Starts Monday 03/21/2022 thru Sunday 03/25/2022
- All 6 stations plus streaming on all six
- *Looking for new job, a better job, or a job that will keep you gainfully employed? Then you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com March 27<sup>th</sup> through March 25<sup>th</sup> to find local and regional companies with positions available right now. March 27<sup>th</sup> through March 25<sup>th</sup>. The Now Hiring Kansas Virtual Job Fair is at nowhiringkansas.com. Sponsored by MO-KAN Lecet, White Line CDL, and Cumulus Topeka!*

• Line 3

- Starts Monday 03/26/2022 thru Sunday 04/24/2022
- All 6 stations plus streaming on all six
- Spot is attached (YA5254P97447)

Ethan:

Can you send the copy below to CCC.

It is going to run on all six stations and on the stream.

- *Looking for new job, a better job, or a job that will keep you gainfully employed? Then you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com March 27<sup>th</sup> through March 25<sup>th</sup> to find local and regional companies with positions available right now. March 27<sup>th</sup> through March 25<sup>th</sup>. The Now Hiring Kansas Virtual Job Fair is at nowhiringkansas.com. Sponsored by MO-KAN Lecet, White Line CDL, and Cumulus Topeka!*

Rachel

I need you to update the dates on the mastheads at <https://www.nowhiringkansas.com/> to be February 21 - February 25, 2022

After 02/26/2022

I need you to update the attached masthead logo with the new dates, March 21<sup>st</sup> - March 25<sup>th</sup>. I need you to add the MO-KAN Lecet Logo in addition to the White Line CDL and upload it to Now Hiring Kansas. We also need to add MO-KAN Lecet to the Featured Companies Page. MO-KAN Lecet is already Listed in the Employee Directly White Line and MO-KAN Lecet need to be on the top line on the Featured Companies Page and Kansas Central School Bus and Futumura need to moved down below White Line CDL and MO-KAN Lecet

The pages where the masthead has to be updated:

- <https://www.nowhiringkansas.com/>
- <https://www.nowhiringkansas.com/featured-companies-now-hiring-kansas/>

**On-Air Talent:**

When we mention anything on air please include , "Sponsored by MO-KAN Lecet, White Line CDL, and Cumulus Topeka!

Approval Group	Sales Manager						8
! Topeka, KS	Cash	KWIC-FM	Promos	GEN	Promos		865423
! Topeka, KS	Cash	KDVV-FM/KD...	Promos	GEN	Promos		865399
! Topeka, KS	Cash	KMAJ-FM	Promos	GEN	Promos		865418
! Topeka, KS	Cash	KMAJ-AM	Promos	GEN	Promos		865416
! Topeka, KS	Cash	KTOP-AM	Promos	GEN	Promos		865419
! Topeka, KS	Cash	KTOP-FM	Promos	GEN	Promos		865420

Please let me know how I can help!

Nic

Nicola (Nic) Merenda

Market Manager/Vice-President

Cumulus Topeka

825 South Kansas Avenue - Suite 100

Topeka, Kansas 66612

Office: 1-785-270-0801

Fax: 1-785-270-0803

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)



## Dawn King

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**From:** Nic Merenda  
**Sent:** Wednesday, December 14, 2022 1:55 PM  
**To:** Amber Lee; Joey Irsik; Robert Elfman; Shawn Knight; Ethan Jackson; Rachel PUNCHES; Chad Lawton; Gene Owen; KC Front Desk; Mirta Salceda; Danielle Norwood  
**Subject:** New Virtual Job Fair Promos  
**Attachments:** YA5254P97447.mp3; 2023 Virtual Career Fair Dates.xlsx

Everyone on this email needs to read this email all the way to the bottom.

### KC Front Desk

You need to add the production orders below to vcreative for the following 6 orders

- 865399      865423      865418
- 865416      865419      865420

#### 12/19/2022-12/23/2022

- All 6 stations plus streaming on all six
- *Looking for new job, a better job, or a job that will keep you gainfully employed? Then you need to check out the Now Hiring Kansas Virtual Job Fair. Visit Now Hiring Kansas Dot Com December 19<sup>th</sup> through December 23<sup>d</sup> to find local and regional companies with positions available right now. December 19<sup>th</sup> through December 23<sup>d</sup> The Now Hiring Kansas Virtual Job Fair is at [nowhiringkansas.com](http://nowhiringkansas.com). Sponsored by Whiteline CDL, Orbis Corporation, and Cumulus Topeka!*

#### 12/24/2022 - 01/22/2023

- All 6 stations plus streaming on all six
- Spot is attached (YA5254P97447)

The new dates for all 2023 Virtual Job Fairs are attached

### Rachel

I need you to update the dates on the mastheads next week to start on Saturday December 24, 2022. at <https://www.nowhiringkansas.com/> to be Monday, January 23, 2023 - Friday, January 27, 2023.

logos on the masthead stay the same to include Whiteline CDL, and Orbis Corporation

The pages where the masthead has to be updated:

- <https://www.nowhiringkansas.com/>
- <https://www.nowhiringkansas.com/featured-companies-now-hiring-kansas/>

**VIRTUAL JOB FAIR**

**NOW HIRING  
KANSAS**

Pathway Family Services   
An agency of TPI

**EQUI-VENTURE FARM**

**JUNE 20-24, 2022  
FIND A JOB NOW!**



**THE NEW RESOURCE FOR JOB SEEKERS AND EMPLOYERS**

**On-Air Talent:**

- When we mention anything on air please include , *Whiteline CDL,, Orbis Corporation, and Cumulus Topeka!*

Approval Group	Sales Manager						
! Topeka, KS	Cash	KWIC-FM	Promos	GEN	Promos		865423
! Topeka, KS	Cash	KDVV-FM/KD...	Promos	GEN	Promos		865399
! Topeka, KS	Cash	KMAJ-FM	Promos	GEN	Promos		865418
! Topeka, KS	Cash	KMAJ-AM	Promos	GEN	Promos		865416
! Topeka, KS	Cash	KTOP-AM	Promos	GEN	Promos		865419
! Topeka, KS	Cash	KTOP-FM	Promos	GEN	Promos		865420

Please let me know how I can help!  
 Nic  
 Nicola (Nic) Merenda  
 Market Manager/Vice-President  
 Cumulus Topeka  
 825 South Kansas Avenue - Suite 100  
 Topeka, Kansas 66612  
 Office: 1-785-270-0801  
 Fax: 1-785-270-0803

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)





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**From:** Nic Merenda  
**Sent:** Wednesday, May 11, 2022 4:30 PM  
**To:** 'Allison Mazzei'  
**Subject:** RE: [EXT]EEO Broadcast Scholarship Applications  
**Attachments:** Copy of Schol. Committee Score Sheet Merenda 05.2022.xlsx

Allison  
Great bunch of candidates this year!  
Thank you for letting me participate again this year!

If you have any questions or need any additional information, please do not hesitate to reach out.

Nic  
Nicola (Nic) Merenda  
Market Manager/Vice-President  
Cumulus Topeka  
825 South Kansas Avenue - Suite 100  
Topeka, Kansas 66612  
Office: 1-785-270-0801  
Fax: 1-785-270-0803

[nicola.merenda@cumulus.com](mailto:nicola.merenda@cumulus.com)



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**From:** Allison Mazzei <allison@kab.net>  
**Sent:** Wednesday, May 11, 2022 1:48 PM  
**Subject:** [EXT]EEO Broadcast Scholarship Applications

Good Afternoon,

I would like to once again thank you for participating in KAB's EEO Scholarship Program! Each year we are able to give out \$16,000 in scholarship awards—and your input is a part of that process.

Your participation in the EEO Scholarship Program requires that you review and score scholarship applications. This year we had 15 applicants. Please find the applications attached ("PACKET.pdf"). The applications are in alphabetical order by first name and will show the application first, the essay second and the professor referral third. Instructions and a scoring sheet are also attached.

Please review and submit your scoring sheet to me by Friday, May 27. Do not hesitate to reach out if you have any questions.

Thank You

**Allison Mazzei**  
President  
785-235-1307 (W)  
316-253-3158 (M)  
[allison@kab.net](mailto:allison@kab.net)



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