

HBI RADIO BRAINERD/WADENA, LLC
3415 University Ave.
St. Paul, MN 55114

April 24, 2024

UPLOADED TO ONLINE PUBLIC FILES

EEO Staff
Investigations & Hearings Division
Enforcement Bureau
Federal Communications Commission
45 L Street NE
Washington, DC 20554

Dear EEO Staff:

This letter responds to an EEO Audit Letter, dated March 22, 2024, from the FCC's Enforcement Bureau to HBI Radio Brainerd/Wadena, LLC ("Licensee"), the licensee of KKWS(FM), Wadena, Minnesota (FIN 28650) ("KKWS"). The following response is submitted on behalf of the employment unit consisting of KKWS as well as KNXP(AM), Staples, Minnesota, Facility ID No. 30016, and KWAD(AM), Wadena, Minnesota, Facility ID No. 28649 (collectively, the "Unit" or "Stations"), both of which are also licensed to Licensee. Please note that the responses set forth below are associated with the specific questions raised in the EEO Audit Letter.

2(b) *Audit Data Requested*

(i) Copies of the Unit's two most recent EEO Public File Reports, described in section 73.2080(c)(6).

Copies of the Unit's two most recent EEO public file reports for the period covering 2021-2022 and 2022-2023 (together, the "Audit Period") are attached here to as Exhibit 1 and Exhibit 2, respectively.

(ii) For each station in the Unit that maintains a website, the website address. If the Unit's most recent EEO Public File Report is not posted on each website as required by section 73.2080(c)(6), identify that website and explain why the report is not so posted. If the Unit does not maintain a website, but its corporate site contains a link to a site

pertaining to the Unit, identify the corporate website address where the Unit's most recent EEO Public File Report is linked pursuant to section 73.2080(c)(6).

The web addresses for the stations in the Unit are provided below:

<https://www.superstationk106.com/>
<https://www.superstationk106.com/kwad/>
<https://www.superstationk106.com/the-fan-am-1430/>

The current EEO public file report is posted on the above-referenced websites.

(iii) For each of the Unit's full-time positions filled during the period covered by the EEO Public File Reports noted above, or since acquisition of the Unit (if during that period), the date of hire as required by section 73.2080(c)(5)(vi) as well as dated copies of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the position, as described in section 73.2080(c)(5)(iii). However, to reduce the burden of responding to this audit, if a job notice was sent to multiple sources, the Unit may include in its response: (1) documentation showing one such notice was sent, (2) a list of the additional sources to which the notice was distributed, and (3) a statement confirming notices to all additional sources used to announce the vacancy were retained, as required by section 73.2080(c)(5)(iii). Include, however, copies of all job announcements sent to any organization (identified separately from other recruitment sources) that has notified the Unit that it wants to be notified of the Unit's job openings, as described in section 73.2080(c)(1)(ii).

The date of each full-time hire during the Audit Period is provided in the Unit's EEO public file reports for the Audit Period (see Exhibit 1 and Exhibit 2).

Attached as Exhibit 3 are sample copies of the notices used by the Unit to announce the vacancies for the full-time positions filled at the Station during the Audit Period. These notices were sent to the list of recruitment sources listed in the EEO public file reports for the Audit Period. Notices to all additional sources used to announce the vacancy were retained. The recruitment sources that have requested to be notified of full-time job openings are noted in the EEO public file reports for the Audit Period. The Unit utilizes an internal recruitment management system, which records the date and time that the notices were sent by email to the recruitment sources for every full-time vacancy. The Unit, however, does not print out each such email.

(iv) As required by section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all the Unit's full-time vacancies filled during the period covered by the above-noted EEO Public File Reports.

The total number of interviewees for each vacancy and the referral sources for the interviewees for the Audit Period are provided in Exhibits 1 and 2.

(v) Dated documentation of the Unit's recruitment initiatives described in section 73.2080(c)(2) during the period covered by the above-noted EEO Public File Reports, such as participation in job fairs, events with educational institutions, and mentoring or training programs for staff. Specify the Unit personnel involved in each recruitment initiative. In addition, provide the Unit's total number of full-time employees and state whether the population of the market in which any of the Unit's stations operates is 250,000 or more. Based upon these two factors and as required by sections 73.2080(c)(2) and (e)(3) of the Commission's rules, state whether the Unit is required to perform two or four points worth of initiative activities within a two-year period (measured from the date the stations in the Unit file their renewal applications and the second, fourth, sixth and eighth anniversaries of that date). If the Unit performed more than the required number of initiative activities, it may provide documentation for only the required amount in its response, i.e., two or four points worth. If any documentation provided appears inadequate, e.g., it is not dated or does not clearly prove the Unit's participation, the Commission may ask for additional verification.

The Unit currently has a total of 8 full-time employees. The population of the market in which the Unit operates is less than 250,000.¹ As such, the Unit is required to perform two initiatives within a two-year period pursuant to 47 C.F. R. §§ 73.2080(c)(2) and (e)(3).

As described in the EEO public file reports, the Unit engaged in a sufficient number of recruitment initiatives during the Audit Period including participating in job fairs and leadership training (see Exhibit 4 for documentation).

(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that the Unit must report all complaints, regardless of their status or disposition.

There have been no complaints alleging unlawful discrimination in the employment practices of the Unit during the current license term.

(vii) In accordance with section 73.2080(b), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the

¹ The Stations are located in Wadena/Todd counties in Minnesota, with a combined population of less than 50,000 according to the 2020 U.S. Census.

responsibilities of each level of Unit management responsible for implementing Unit EEO policies and how the Unit has informed employees and job applicants of its EEO policies and program.

As an initial matter, the Unit provides equal employment opportunities to all qualified individuals without regard to race, color, religion, national origin, marital status, sex, age, or disability in all personnel actions, including recruitment, evaluation, selection, compensation, training, promotion, and termination. The Unit complies with applicable federal, state, and local laws concerning employment matters.

The Unit's management is responsible for knowing and complying with the Unit's EEO policies, and ensuring that the Unit's hiring supervisors comply with the EEO policies. The Unit's management is informed of EEO requirements by reviewing written materials from various broadcast associations, other industry publications, and the Unit's Corporate Human Resources personnel and legal counsel. The fact that the Unit is an EEO employer is posted at each Station and is contained on recruitment documents and available for all employees through an internal website.

EEO compliance is an integral function of the Unit's management. The Vice President/Regional Manager, General Manager, and Regional Controller are responsible for knowing and complying with the Unit's EEO policies, and ensuring that the Unit's hiring supervisors comply with the EEO policies. The Unit's management is informed of EEO requirements by written guidelines forwarded by the Minnesota Broadcasters Association, the National Association of Broadcasters, and the Unit's Corporate Human Resources personnel and legal counsel.

The Unit makes a concerted effort to ensure that both employees and applicants are well-informed of the Unit's EEO policy. Upon commencement of employment, every employee receives a copy of the Unit's "Appropriate Workplace Behavior Policy" and "Equal Employment Opportunity Policy." The EEO policy and other employment-related regulations are also posted in common areas of the market and on the internal website. In addition, all of the "Careers" links on the Stations' websites indicate that the Unit is an Equal Opportunity Employer. Applicants are informed of the Unit's EEO policies through the application process. Each job notice informs potential applicants that the Unit is an equal opportunity employer.

The Licensee's "Appropriate Workplace Behavior Policy" and "Equal Employment Opportunity Policy" specifically state that the company is committed to non-discrimination and will not tolerate any form of discrimination in the workplace. Periodically, the Unit redistributes these policies to all employees and requires them to acknowledge them, most recently in July 2023.

For each full-time vacancy, the Unit's Regional Controller meets with the hiring manager to review posting requirements. Licensee's Corporate Human Resources Department also serves as a resource for Unit management and employees on equal employment

opportunity matters. The General Manager for the Unit oversees all employees of the Unit and, together with the Unit's Regional Controller, is responsible for implementation of the Unit's EEO policies. All questions regarding EEO are directed to the Regional Controller for review, clarification, and/or escalation to management. The Unit's General Manager and Regional Controller, as well as department managers on an as-needed basis, are involved in all aspects of hiring, terminating, and any disciplinary actions needed to ensure EEO compliance. These managers are expected to ensure that equal employment opportunity is afforded to all applicants for positions with the Stations, and to all employees. Should a concern or complaint regarding EEO arise, managers are expected to address the complaint, notify the Corporate Human Resources Department of such complaint, and be part of the resolution.

The Unit informs employees and job applicants of its EEO policies and program in various ways. The Unit's EEO policies and program is provided to all new hires and the EEO policy is posted on the parent company intranet site. In addition, each job notice informs potential applicants that the Unit is an equal employment opportunity employer and the Unit's EEO policy is included in the Unit's application for employment and posted on the Unit's career website.

(viii) In accordance with section 73.2080(c)(3), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

Along with the Licensee's Corporate Human Resources Department, the Unit reviews its EEO policies and program for compliance and effectiveness by conducting an annual internal audit. The Corporate Human Resources encourages management to identify organizations to add to the Unit's list of recruitment sources. The Unit also proactively contacts its recruitment sources annually to keep contact information updated and to confirm that they wish to continue receiving notices of full-time vacancies. Thus, the process of continual self-evaluation allows the Unit to concentrate efforts on utilizing the most effective methods, while strategizing how to strengthen its other outreach efforts.

The Unit periodically reviews its EEO policies and program for compliance and effectiveness. Unit employees involved in hiring attempt to stay abreast of FCC outreach requirements.

The success of the Unit's EEO recruiting program is vital to the success of the Unit, and the Unit's management therefore devotes a significant amount of time and resources to evaluating the success of its outreach initiatives, and the program as a whole. After each job fair, community event, or other outreach initiative, the participants in that event analyze the relative success of the event, including number of attendees, interest levels, number and quality of applications received (if applicable), and the like.

The Unit's management has determined that participation in local job fairs and career fairs, coupled with its vacancy-specific announcements and its leadership programs, allows station personnel to come into contact with, and select its employees from, a wide cross-section of members in the community and train current employees for high-level positions. And it continually evaluates and modifies its program to ensure and optimize recruiting success.

(ix) As required by section 73.2080(c)(4), during the Unit's current license term(s) (or since acquisition of the Unit (if during that period)), a description of the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

The Unit's management, along with Licensee's Corporate Human Resources Department, undertakes every effort to ensure that the Unit's pay, benefits, seniority practices, promotions, and selection techniques and tests provide equal employment opportunities. The Unit's full-time employees are reviewed annually by the management. With respect to matters related to pay, the Unit endeavors to ensure that the compensation for each position is comparable to other employees with similar job descriptions and to other similar jobs in the local marketplace. With regard to benefits, all full-time employees are entitled to the same benefit package.

With respect to promotions, the Unit encourages employees to apply for available positions within the company. When there is an opportunity to promote from within, the Unit looks at the employee's qualifications, seniority, experience, attitude, leadership skills and overall approach to their work.

The Unit does not have any union agreements.

(x) If your entity is a religious broadcaster and any of the Unit's full-time employees are subject to a religious qualification as described in section 73.2080(a) of the rules, the Unit should indicate that status in its response and provide data as applicable to its EEO program. For example, for those full-time hires subject to a religious qualification, you must provide only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source that referred the person hired. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

The Unit is not a religious broadcaster.

3. ***Time Brokerage.***

The Unit does not broker any broadcast stations.

I certify that the contents of this audit response are complete and accurate to the best of my knowledge.

Should there be any questions, please contact the undersigned or our counsel, David A. O'Connor of Wilkinson Barker Knauer, LLP, at doconnor@wbklaw.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dan Seeman", written over a horizontal line. The signature is stylized and extends to the right.

Dan Seeman
Vice President/Regional Manager

Attachments

FCC EEO Combined Public File Report

For the Reporting Period: 12/01/2021 to 11/30/2022

Call Letter	Type of Station	Location:City/State	Facility ID
KKWS-FM	Radio	Wadena, MN	28650
KNSP-AM	Radio	Staples, MN	30016
KWAD-AM	Radio	Wadena, MN	28649

Full Time Positions Filled During the Reporting Period

Position	Date Filled	Recruitment Sources Utilized to Fill Vacancy [by Code Number]	Person Hired Source
KWAD-AM.Regional Traffic Specialist(22-1413)	09/23/2022	379, 610, 665, 1450, 2189, 2196, 2213, 2226, 2296, 3000, 3111, 5000	5000
KWAD-AM.Office Administrator/Traffic Assistant(22-1472)	10/10/2022	379, 610, 665, 1450, 2189, 2196, 2213, 2226, 2296, 3000, 3111, 5000	5000

List of Recruitment Sources

***An asterisk next to the name of the source indicates a source that requested our postings.**

Code	Recruitment Source	Address	Contact Person	Candidates Interviewed
379	Job Fair			0
610	Minnesota Broadcasters Association	408 St. Peter Street Suite 423 St. Paul Minnesota, 55102	Tim Hyde 6129268123	0
665	Northland Community & Technical College	1101 Hwy 1 E Thief River Falls Minnesota, 56701	Career Center 2186838560	0
1450	Indeed.com	Austin Texas,		0
2189	Alexandria Technical College	1601 Jefferson St Alexandria Minnesota, 56308	Karen Meuwissen 3207624443	0

2196	Lakes Area Professional Women Association	Box 214 Alexandria Minnesota, 56308	Joyce Moe 3208343973	0
2213	Radio1 Broadcast School	1040 W Center St Adams Wisconsin, 53910	Joe Deschler 2186311803	0
2226	Employee Referral			0
2296	South Dakota State University Journalism Dept	PO Box 2235 Brookings South Dakota, 57007	Jim Paulson 6056886512	0
3000	HBI Career Site			0
3111	Army PaYS	TRADOC G3/5/7, Accessions Directorate Fort Eustis (JBLE) Virginia, 23604	Samuel Armstrong	0
5000	Internal			2

Outreach Activities

Name of Event/ Initiative	Contact Person	Date	Description of Initiative
Brainerd Lakes Community Job Fair	Jama Davidson	05/04/2022- 05/04/2022	The Regional Controller participated in planning and also attended the Brainerd Lakes Community Job Fair. This was an opportunity to talk with students and community members about radio and openings in Wadena.
Leadership Training	Julie Pomeroy	01/01/2022- 11/30/2022	Employees in the market participated in leadership training in 2022. The trainings were The 6 Critical Practices for Leading a Team, The 5 Choices of Extraordinary Productivity and The 4 Essential Roles of Leadership. Training was provided to grow and develop management/leadership skills.
St Cloud State Career Day	Niki Ebensteiner	09/21/2022- 09/21/2022	Regional Controller attended SCSU Career Day and talked to students about radio and current openings in the company.

FCC EEO Combined Public File Report

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KWAD-AM	Radio	Wadena, MN	28649

Full Time Positions Filled During the Reporting Period

Position	Date Filled	Recruitment Sources Utilized to Fill Vacancy [by Code Number]	Person Hired Source
KWAD-AM.Account Executive(23-1111)	04/05/2023	379, 610, 665, 1450, 2189, 2196, 2213, 2226, 2296, 3000, 3111, 5000	2226
KWAD-AM.On-Air Production Manager(23-1320)	09/28/2023	379, 610, 665, 1450, 2189, 2196, 2213, 2226, 2296, 3000, 3111, 5000	5000

List of Recruitment Sources

*An asterisk next to the name of the source indicates a source that requested our postings.

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665	Northland Community & Technical College	1101 Hwy 1 E Thief River Falls Minnesota, 56701	Career Center 2186838560	0
1450	Indeed.com	Austin Texas,		0
2189	Alexandria Technical College	1601 Jefferson St Alexandria Minnesota, 56308	Karen Meuwissen 3207624443	0

2196	Lakes Area Professional Women Association	Box 214 Alexandria Minnesota, 56308	Joyce Moe 3208343973	0
2213	Radio1 Broadcast School	1040 W Center St Adams Wisconsin, 53910	Joe Deschler 2186311803	0
2226	Employee Referral			1
2296	South Dakota State University Journalism Dept	PO Box 2235 Brookings South Dakota, 57007	Jim Paulson 6056886512	0
3000	HBI Career Site			0
3111	Army PaYS	TRADOC G3/5/7, Accessions Directorate Fort Eustis (JBLE) Virginia, 23604	Samuel Armstrong	0
5000	Internal			1

Outreach Activities

Name of Event/ Initiative	Contact Person	Date	Description of Initiative
Brainerd Lakes Community Job Fair	Jama Davidson	04/05/2023- 04/05/2023	The Regional Controller participated in planning and also attended the Brainerd Lakes Community Job Fair. This was an opportunity to talk with students and community members about radio and openings in Wadena.
St Cloud State Career Day	Niki Ebensteiner	09/20/2023- 09/20/2023	The Regional Controller for the business unit participated in the SCSU Career Day and spoke to students about careers in radio.

Requisition Posting Details

Requisition #: 22-1472 - Office Administrator/Traffic Assistant

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: The Office Administrator is the first point of contact for guests, employees, and clients of the company, either in person or via telephone and provides proactive customer service by performing a variety of clerical/administrative support tasks. Serves as the point person for e-commerce products.

Job Responsibilities:

- Provide administrative support: Answer, screen and route incoming telephone calls; respond to calls when appropriate.
- Meet and greet visitors and guests.
- Open and distribute mail.
- Copy documents.
- General filing; maintain files, including electronic files.
- Order supplies.
- Type general correspondence.
- Administer and maintain e-commerce (Wheeler Dealer) products sold by the market. Handle all aspect of e-commerce purchases sold by station.
- Maintain strong internal controls for payment collections including the ability to conduct cash/check/credit card transactions with customers in an efficient and professional manner. Generate accurate reports. Handle payment returns proficiently. Complete inventory tracking for both products sold and daily revenue reports. Inputs deals. Print certificates as required.
- Participate on-air during e-commerce segments.
- Take the lead as Administrator of the ecommerce platform including social media, scheduling email marketing, contesting, promotions, and other duties as needed.
- Handle confidential and non-routine information.
- Distribute prizes and make sure release forms are completed.
- Assist Traffic, Programming, Sales, Engineering and Promotions departments as needed.
- Attend meetings as required or requested.
- Take initiative to learn new tasks, duties, technology and equipment.
- Offer ideas that would enhance or improve the way work is done.
- Report to work on time and work established schedule/hours. Ability to work other hours or alternate schedules as needed.
- Complete other duties as requested and needed.
- In a Traffic backup role or when Instructed to assist:
 - place spots on logs by maximizing commercial inventory following philosophies set forth by Regional Traffic Specialists.
 - Review and audit day parts as far into the future as possible.
 - Assist with daily preparation of the program/commercial log using prescribed broadcast software.
 - Edit log so that it is error free.
 - Ensure each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed.
 - Ensure program information is accurate and specific conditions are met.
 - Follow processes to alert account executives that advertisers may need to be moved due to program changes, change orders when spots meet new program criteria, or pre-empt spots when they do not.
 - Review master programming schedule and compares with logs.
 - Check the log formats with automation formats for breaks, barbers, segments and timings when necessary.
 - Ensure that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs.
 - Perform copy and continuity duties, including processing production orders and coordinating production with the Programming Department.
 - Download and enter copy instructions for barter contracts.

Qualification:

- Excellent phone and interpersonal skills including poise, tact, diplomacy and ability to handle sensitive, confidential and challenging situations are essential.
- Must have excellent language and grammar skills.
- Must be highly organized and detail oriented.
- Must have a pleasant, customer-service oriented style-face-to-face, over the telephone and electronically.
- Computer experience including proficiency with MS Excel, Word, PowerPoint and Outlook.
- Previous experience answering a multi-line phone system preferred.
- Ability to prepare reports and business correspondence.
- Ability to establish and maintain good working relationships with a variety of individuals.
- Ability to work on short deadlines and in pressure situations; work other times as needed.
- Perform basic to advanced mathematical calculations.
- Strong team player. Work well with others. Foster a spirit of cooperation and helpfulness.
- Ability to work in compliance with company policies and procedures.
- Physical Requirements: Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers, telephones and

general office equipment (telephone, copier, etc.) for extended periods. Ability to read, hear and speak clearly and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Ability to sit for extended periods. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.

EEO Statement: We are an equal opportunity employer.

22-1472 - Office Administrator/Traffic Assistant

Costs	CBOs	Metrics	History	AP	PS	
	All	None	Fax	Email		
	CBO Name	City	State	ZIP/Postcode	Locations	
<input type="checkbox"/>	1. 1450-Indeed.com	Austin	Texas		2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	2. 2189-Alexandria Technical College	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Sep 20, 2022
<input type="checkbox"/>	3. 2196-Lakes Area Professional Women Association	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Sep 20, 2022
<input type="checkbox"/>	4. 2213-Radio1 Broadcast School	Adams	Wisconsin	53910	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Sep 20, 2022
<input type="checkbox"/>	5. 2226-Employee Referral				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	6. 2296-South Dakota State University Journalism Dept	Brookings	South Dakota	57007	2060 Digital DC-MDDIG • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD • Washington-MDWAS	Emailed Sep 20, 2022
<input type="checkbox"/>	7. 3000-HBI Career Site				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • North Star - Washington-WANSA • Phoenix-AZPHO • Radio Corporate-MNRAD • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 3111-Army PaYS	Fort Eustis (JBLE)	Virginia	23604	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Sep 20, 2022
<input type="checkbox"/>	9. 379-Job Fair				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	10. 5000-Internal				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Sep 20, 2022
<input type="checkbox"/>	11. 610-Minnesota Broadcasters Association	St. Paul	Minnesota	55102	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed Sep 20, 2022
<input type="checkbox"/>	12. 665-Northland Community & Technical College	Thief River Falls	Minnesota	56701	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed Sep 20, 2022
<input type="checkbox"/>	13. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address

Requisition Posting Details

Requisition #: 22-1413 - Regional Traffic Specialist

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: This position is responsible for the daily preparation of the commercial/program log including log editing and commercial spot placement so as to maximize station revenue and minimize loss, and performing continuity duties.

Job Responsibilities:

- On a daily basis, place spots on logs by maximizing commercial inventory following philosophies set forth by General Manager.
- Review and audit day parts as far into the future as possible.
- Responsible for daily preparation of the program/commercial log using prescribed broadcast software.
- Edit log so that it is error free.
- Ensure each commercial spot placed does not have a product conflict, is airing within the correct time period and order/advertiser separation guidelines are followed.
- Ensure program information is accurate and specific conditions are met.
- Communicate inventory problems to the Controller and General Manager.
- Create programming formats in a timely manner and enter new program information into system based on program orders received.
- Schedule formats onto each station's log.
- Follow processes to alert account managers that advertisers may need to be moved due to program changes, change orders when spots meet new program criteria, or pre-empt spots when they do not.
- Review master programming schedule and compare with logs.
- Check the log formats with automation formats for breaks, barbers, segments and timings when necessary. Ensure that logs are 100% accurate and contain specific information including sponsorships, promos, tied events and IDs.
- Assign episode numbers to programming on the logs from the schedule provided from the Programming Department.
- Maintain inventory tree including maintaining existing inventory codes, making new codes and adding inventory code comments so managers and account managers know what programming is available to sell, sellout levels and rates for each program.
- Communicate any problems to Controller.
- Perform continuity duties, including processing production orders and coordinating production with the Programming Department.
- Provide reports to the Sales Staff. Download and enter copy instructions for barter contracts. Attend meetings as required or requested.
- Assist and perform work for other Sales Assistants as needed, including covering breaks. Ensure adequate administrative support at all times during the workday.
- Seek out ways to expand current skills and abilities; take initiative to learn new tasks, duties, technology and equipment.
- Offer ideas that would enhance or improve the way work is done.
- Report to work on time and work established schedule/hours.
- Ability to work other hours or alternate schedules as needed.
- Complete other duties as requested and needed.

Qualification:

- High school diploma or GED required.
- College degree preferred.
- 1+ yrs or more of strong, accurate data entry skills (alpha and numeric) in a clerical or sales setting highly preferred.
- MS Windows based computer experience required.
- Previous broadcast or traffic experience helpful.
- Must be disciplined with a solid work ethic.
- Ability to pay close attention to details, meet tight deadlines and be dedicated to quality performance.
- Must be able to manage a high volume of information accurately and efficiently with minimal mistakes.
- Excellent verbal and written communication skills.
- Demonstrated ability to work with a wide variety of people but also able to work independently.
- Ability to work well under pressure and with tight deadlines.
- Analytical, critical thinking skills. Ability to solve problems by identifying issues and creating an appropriate plan based on interpretation of guidelines.
- Ability to work in compliance with company policies and procedures.
- Physical Requirements Ability to communicate in English, both verbally and in writing. Work with time sensitive information under tight deadlines and in pressure situations. Manual dexterity and fine motor skills to manipulate and operate personal computers and general office equipment (telephone, copier, etc.) for extended periods of time. Ability to read and follow both oral and written direction. Ability to think quickly and to articulate information in clear, concise manner to others. Sit for extended periods of time. Above average pushing and pulling, walking, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job functions.,

EEO Statement: We are an equal opportunity employer.

22-1413 - Regional Traffic Specialist

Costs	CBOs	Metrics	History	AP	PS	
	All	None	Fax	Email		
	CBO Name	City	State	ZIP/Postcode	Locations	
<input type="checkbox"/>	1. 1450-Indeed.com	Austin	Texas		2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	2. 2189-Alexandria Technical College	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 23, 2022
<input type="checkbox"/>	3. 2196-Lakes Area Professional Women Association	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 23, 2022
<input type="checkbox"/>	4. 2213-Radio1 Broadcast School	Adams	Wisconsin	53910	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 23, 2022
<input type="checkbox"/>	5. 2226-Employee Referral				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	6. 2296-South Dakota State University Journalism Dept	Brookings	South Dakota	57007	2060 Digital DC-MDDIG • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD • Washington-MDWAS	Emailed Aug 23, 2022
<input type="checkbox"/>	7. 3000-HBI Career Site				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • North Star - Washington-WANSA • Phoenix-AZPHO • Radio Corporate-MNRAD • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 3111-Army PaYS (JBLE)	Fort Eustis	Virginia	23604	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Aug 23, 2022
<input type="checkbox"/>	9. 379-Job Fair				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	10. 5000-Internal				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Aug 23, 2022
<input type="checkbox"/>	11. 610-Minnesota Broadcasters Association	St. Paul	Minnesota	55102	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed Aug 23, 2022
<input type="checkbox"/>	12. 665-Northland Community & Technical College	Thief River Falls	Minnesota	56701	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed Aug 23, 2022
<input type="checkbox"/>	13. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	

Requisition Posting Details

Requisition #: 23-1111 - Account Executive

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: The Account Executive is responsible for selling advertising to clients and developing new business relationships by prospecting, developing and selling new direct-business accounts, making sales presentations, performing collections, maintaining client relations and sales.

Job Responsibilities:

- Meet and exceed monthly, quarterly, and annual budgets including spot, digital, and new direct business. Prospect new businesses on a weekly basis.
- Prepare and complete sales presentations with decision makers.
- Make presentations to include a customer needs analysis, research and supporting documentation, and creative business solutions.
- Follow up and close all pending business in a timely manner.
- Update General Manager weekly on progress of pending business.
- Work closely with other departments in creating effective promotional sales solutions for clients.
- Create and make presentations to agency personnel, including selling and pre-selling the station audience attributes.
- Provide exceptional customer service to direct and agency accounts. Personally contact each active account regularly- defined as an in-person meeting, including the presentation of pertinent sales information.
- Obtain credit approval for new accounts.
- Ensure all accounts are paid in a timely manner. Follow up and assist in the collection process for past due accounts.
- Utilization of and proficiency with Sales software.
- Attend special events, such as remotes and broadcasts, which involve clients. These events may occur after business hours and on weekends.
- Complete all written business requirements within established deadlines. These requirements include but are not limited to: forecast reports, pending business updates, written orders and advertising copy.
- Attend and participate in weekly sales staff meetings, individual meetings with manager and other necessary meetings and training as required by management.
- Have a thorough understanding of rates, promotions, inventory, and personnel. Continue to learn and stay abreast of trends in digital and broadcast advertising industry.
- Maintain regular, reliable attendance.
- Work cooperatively and collaboratively with others. Build working relationships with co-workers, customers, vendors and the general public.
- Complete other duties as requested and needed.

Qualification:

- Previous sales, advertising, digital sales, or media experience preferred (required).
- Knowledge of, and familiarity with, (or ability to learn) broadcasting and digital terminology and methodology preferred.
- Ability to understand the features and benefits of advertising and competitive media.
- Familiarity with Microsoft Word for Windows; sales software knowledge helpful.
- Excellent written and oral English language communication skills.
- Experience developing presentations for the purpose of direct-business selling and ability to effectively present and communicate.
- Ability to respond to questions appropriately and think on feet.
- Establish and maintain customer relationships; communicate effectively with a wide range of personalities in a professional and courteous manner.
- High level of initiative and ability to work independently required.
- Must have reliable transportation, a valid driver's license and a safe driving history as determined by the Company for the purpose of meeting clients and attending events. (Driving record will be checked.)
- Demonstrate effective negotiation and closing techniques.
- Strong analytical skills, good judgment, and a "positive can do attitude" are required.
- Ability to read, hear and speak clearly and follow both oral and written direction.
- Ability to think critically, analytically, creatively and logically; and to articulate information in clear, concise manner to others.
- Ability to work evenings and weekends.
- Physical Requirements: Manual dexterity and fine motor skills to manipulate computer keys and general office equipment (telephone, copier, etc.). Sit and/or stand for extended periods of time. Average pushing and pulling, bending and stooping. The Company may make reasonable accommodations to facilitate the ability to perform essential job function.
- Clean driving record. Driving record will be checked.

EEO Statement: We are an equal opportunity employer.

23-1111 - Account Executive

Costs	CBOs	Metrics	History	AP	PS	
	All	None	Fax	Email		
CBO Name	City	State	ZIP/Postcode	Locations		
<input type="checkbox"/> 1. 1450-Indeed.com	Austin	Texas		2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error	No email address
<input type="checkbox"/> 2. 2189-Alexandria Technical College	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed	Mar 21, 2023
<input type="checkbox"/> 3. 2196-Lakes Area Professional Women Association	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed	Mar 21, 2023
<input type="checkbox"/> 4. 2213-Radio1 Broadcast School	Adams	Wisconsin	53910	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed	Mar 21, 2023
<input type="checkbox"/> 5. 2226-Employee Referral				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error	No email address
<input type="checkbox"/> 6. 2296-South Dakota State University Journalism Dept	Brookings	South Dakota	57007	2060 Digital DC-MDDIG • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD • Washington-MDWAS	Emailed	Mar 21, 2023
<input type="checkbox"/> 7. 3000-HBI Career Site				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • North Star - Washington-WANSA • Phoenix-AZPHO • Radio Corporate-MNRAD • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error	No email address
<input type="checkbox"/> 8. 3111-Army PaYS (BLE)	Fort Eustis	Virginia	23604	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed	Mar 21, 2023
<input type="checkbox"/> 9. 379-Job Fair				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error	No email address
<input type="checkbox"/> 10. 5000-Internal				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed	Mar 21, 2023
<input type="checkbox"/> 11. 610-Minnesota Broadcasters Association	St. Paul	Minnesota	55102	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Rochester MN-MNAUS • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed	Mar 21, 2023
<input type="checkbox"/> 12. 665-Northland Community & Technical College	Thief River Falls	Minnesota	56701	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed	Mar 21, 2023
<input type="checkbox"/> 13. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater-FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error	No email address

Requisition Posting Details

Requisition #: 23-1320 - On-Air Production Manager

About Us: Hubbard Radio is a full-service media company with 16 radio stations and cutting-edge digital solutions in four of northern Minnesota's most beautiful and active resort communities: Alexandria, Bemidji, Brainerd and Wadena. At Hubbard, we're looking for the best people in local media to help build dominant brands that connect consumers and advertisers to build better businesses and communities. We succeed by always doing the right thing with focus, urgency, and passion.

Job Overview: The Position is responsible for all commercial production duties and projects for radio markets as well as live and/or recorded on-air shifts.

Job Responsibilities:

- Production Manager
 - Manages and completes all aspects of commercial production (creative development, voiceover, dubbing and assigning dubbing, write copy, coordinate and assist with client studio sessions, engineering spots) generated by the sales department in a timely and creative manner.
 - Understands and can articulate each stations' programming direction and philosophy, and be able to create and produce commercial material matching the cutting-edge and edgy style, and to a level of creativity and technical complexity, of the station's programming and the promotional announcements.
 - Assist programming personnel in developing and creating programming material (promos, liners, bits/parodies, etc.) when needed and as assigned.
 - Works cooperatively and collaboratively with traffic and sales departments to ensure that client sessions and productions are completed on time and in a quality manner, often under unpredictable circumstances and on short notice.
- On-Air Talent
 - Plan, prepare and deliver live and recorded program content for station in an entertaining and professional manner in a style consistent with the appropriate station format. Voice track other dayparts.
 - Interview guests and other famous or public personalities, as well as moderating panels or discussion shows.
 - Answer phone lines and interview members of listening audience.
 - Write and reads or ad-lib segments to identify station, announce station breaks, commercials, etc.
 - Preparation of online blogs and similar social media activities on behalf of the Stations; the creation of podcasts or videos or both for online distribution, and participation in, and use of, various digital media platforms.
 - Ensure that contests and promotions are conducted in compliance with FCC regulations, as well as federal and state laws.
 - Follow and enforce FCC regulations, station and company policies, including implementing station's/state's EAS procedures.
 - Perform necessary and required technical functions of assigned air-shift, including the performing and logging of engineering readings.
 - Maintain the program and music logs and ensure that commercials or programs are aired at times logged and the program log is properly signed, initialed and any omissions noted. Report all discrepancies on the Company Discrepancy Report. Record assigned commercial, promotion or public service announcements in a professional manner.
- Promote the Company and clients of the Company by planning and attending in-person appearances such as community events, including hosting and assisting at charity functions and remote broadcasts.
- Act in a professional manner when representing each station.

- Maintain and build a positive cooperative attitude within the station. Build working relationships with co-workers, customers, vendors and the general public.
- Attend and participate in meetings as required.
- Reports to work on time and works established schedule/hours. Ability to work other hours or alternate schedules as needed.
- Complete other duties as assigned

Qualification:

- Previous radio production experience, preferably in commercial production or imaging
- Possess voice, production style and technical expertise to match the edgy, cutting-edge nature of the stations, and the style and quality of the work of the market manager and program directors.
- Experience working as a team member.
- Follows direction well, but is able to work independently and creatively.
- Ability to work on short deadlines and in pressure situations.
- Experience in creating and producing all commercial production on own.
- Experience working as a team member with the ability to establish and maintain good working relationships with a variety of individuals.
- Physical requirements
 - Sit or stand for extended periods of time, in a confined area. Wears headphones/ Ability to communicate well in English both verbally and in writing. Ability to hear clearly. Dexterity to manipulate computer keys and other controls in production studio as well as other office equipment. Must think creatively.

Miscellaneous:

- Demo Reel
- Audio File
- Other Work Sample

Compensation and Benefits:

Diversity Statement: Hubbard Broadcasting has been committed to representing the communities we serve since our founding

nearly 100 years ago. The same holds true today. We know the best way to accomplish this is by recruiting and retaining top talent from diverse cultures, life experiences, and world views. With dignity and respect, we value YOU and everything that makes YOU uniquely YOU.

EEO Statement: We are an equal opportunity employer, including disability/vets.

23-1320 - On-Air Production Manager

Costs	CBOs	Metrics	History	AP	PS	
	All	None	Fax	Email		
	CBO Name	City	State	ZIP/Postcode	Locations	
<input type="checkbox"/>	1. 1450-Indeed.com	Austin	Texas		2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	2. 2189-Alexandria Technical College	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 7, 2023
<input type="checkbox"/>	3. 2196-Lakes Area Professional Women Association	Alexandria	Minnesota	56308	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 7, 2023
<input type="checkbox"/>	4. 2213-Radio1 Broadcast School	Adams	Wisconsin	53910	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD	Emailed Aug 7, 2023
<input type="checkbox"/>	5. 2226-Employee Referral				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	6. 2296-South Dakota State University Journalism Dept	Brookings	South Dakota	57007	2060 Digital DC-MDDIG • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Wadena-MNWAD • Washington-MDWAS	Emailed Aug 7, 2023
<input type="checkbox"/>	7. 3000-HBI Career Site				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital Minnesota-MNDIG • 2060 Digital Phoenix-AZDIG • 2060 Digital Seattle-WADIG • 2060 Digital St Louis-MODIG • 2060 Digital WPB-FLDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • North Star - Washington-WANSA • Phoenix-AZPHO • Radio Corporate-MNRAD • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
<input type="checkbox"/>	8. 3111-Army PaYS	Fort Eustis	Virginia	23604	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Duluth-MNDUL • Farmington-NMFAR • KOB NM-NMALB • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Emailed Aug 7, 2023
<input type="checkbox"/>	9. 379-Job Fair				2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • Minnesota Reelz-MNRLZ • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address
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<input type="checkbox"/>	12. 665-Northland Community & Technical College	Thief River Falls	Minnesota	56701	Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • St Paul - HQ-MNSTP • Wadena-MNWAD	Emailed Aug 7, 2023
<input type="checkbox"/>	13. 9000-Exigent Circumstance	St. Paul	Minnesota	55114	2060 Digital Chicago-ILDIG • 2060 Digital DC-MDDIG • 2060 Digital, LLC-OHDIG • Albany-NYALB • Alexandria-MNALX • Bemidji-MNBEM • Brainerd-MNBRN • Chicago-ILCHI • Cincinnati-OHCIN • Clearwater FL-FLCLE • Digital TC Brainerd-MNTCB • Digital TC St. Paul-MNTCS • Duluth-MNDUL • Eagle Nest-NMEAG • Farmington-NMFAR • Hubbard Holdings, LLC-TCHHO • KOB NM-NMALB • KSTP-AM, LLC-TCKAM • KSTP-FM, LLC-TCKFM • KSTP-TV, LLC-TCKTV • KTMV-FM, LLC-TCTMY • New York-NYRLZ • Phoenix-AZPHO • ReelzChannel NM-NMAL2 • Rochester MN-MNAUS • Rochester-NYROC • Roswell-NMROS • Seattle-WABEL • St Croix Valley-MNSCV • St Paul - Eaton St.-MNN20 • St Paul - HQ-MNSTP • St. Louis-MOSTL • Standick, LLC-TCSTD • Wadena-MNWAD • Washington-MDWAS • West Palm Beach-FLWPB	Error No email address

OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative Brainerd Community Job Fair

Name and Title of Contact Person for Initiative Janis Davidson

Market Participants/Titles Regional Controller

Date(s) or Timeframe 5/4/22

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Regional Controller participated in planning and also attended the job fair. He spoke to attendees about careers in broadcasting and current openings in Alexandria, Washington, Brainerd and Bennington.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Ott, Michelle

From: Jama Davidson <JamaD@rmcep.com>
Sent: Wednesday, January 26, 2022 3:51 AM
To: Hanson, Lisa M; Karsnia, Suzanne M; Hilborn, Jeff; Jerve, Justin; Jen Strand (Jen@jobsHQ.com); Heather Santi; Lindsey Hansen
Subject: Re: Brainerd Lakes Area Career/Job Fair 2022

[External email – use care when clicking on links or attachments]

Thank you for your prompt responses. We'll have the planning meeting for the Brainerd Lakes Area Career/Job Fair on Friday, Feb 4, at 9:00 AM at the CareerForce, 204 Laurel St. Suite 21, Brainerd MN. It will be in person. Please bring a mask. Thank you.

Jama Davidson
Team Leader
Rural MN CEP, Inc.
Brainerd
218-825-6778
jamad@rmcep.com

From: Hanson, Lisa M <lisa.hanson@clcmn.edu>
Sent: Sunday, January 23, 2022 8:50 PM
To: Jama Davidson <JamaD@rmcep.com>; Karsnia, Suzanne M <suzanne.karsnia@clcmn.edu>; Hilborn, Jeff <jhilborn@hubbardradio.com>; Jerve, Justin <jjerve@hubbardradio.com>; Jen Strand (Jen@jobsHQ.com) <jen@jobshq.com>; Heather Santi <HeatherS@rmcep.com>; Lindsey Hansen <lindseyh@rmcep.com>
Subject: RE: Brainerd Lakes Area Career/Job Fair 2022

Dear Colleagues,
Hello! Tuesday, February 1, and, Monday, February 7, work best for me.
Thank you for coordinating this! Have a good day!
Sincerely,
Lisa

From: Jama Davidson <JamaD@rmcep.com>
Sent: Friday, January 21, 2022 6:04 PM
To: Karsnia, Suzanne M <suzanne.karsnia@clcmn.edu>; Hanson, Lisa M <lisa.hanson@clcmn.edu>; Hilborn, Jeff <jhilborn@hubbardradio.com>; Jerve, Justin <jjerve@hubbardradio.com>; Jen Strand (Jen@jobsHQ.com) <jen@jobshq.com>; Heather Santi <HeatherS@rmcep.com>; Lindsey Hansen <lindseyh@rmcep.com>
Subject: Brainerd Lakes Area Career/Job Fair 2022

It is January 2022 and time to think about Spring and job fairs! The year is just getting started and I already feel like it is going by too quickly. Please email me back regarding your availability to meet and discuss a spring job fair for the Brainerd Area. We are thinking about doing it outdoors again, like last Spring. Hopefully we can actually have potential employers attend in person and also have some educational entities like CLC take part as well.

Please email me with your availability to meet on one of the following three dates:

Tuesday, February 1, 11:00 AM
Friday, February 4, 9:00 AM
Monday, February 7, 2:00 PM

We are planning for an in person meeting at the CareerForce Center at 204 Laurel but if meeting virtually by Teams would work better for you, please let me know.

Thank you!

Jama Davidson

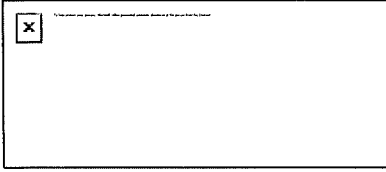
Team Leader, Rural MN CEP

204 Laurel St. Ste 21, Brainerd, MN 56401

(218) 825-6778 direct or (218) 828-2450

jamad@rmcep.com

Follow us on Facebook: www.facebook.com/CEPBrainerd



Ott, Michelle

From: Lindsey Hansen <lindseyh@rmcep.com>
Sent: Tuesday, May 3, 2022 12:27 PM
Subject: Job Fair 2022

[External email – use care when clicking on links or attachments]

Hello Employers,

May the Forth be with you! **The Brainerd Community Job Fair is this Wednesday, 05/04/2022!** We would like to have vendors/employers at the mall one hour prior to the event starting, as you each must bring your own table and chairs this year. Arrival time is 10-10:15 am. If you could park in the back parking lot closest to the movie theater that would be great. (Back side of Dunham's) There will be a sign pointing to the doors to use as well as a *RMCEP/CLC/ JOBS HQ* employee at the doors to help guide you to your spot. Please if you have any questions, please feel free to call the front desk or email me! See you tomorrow morning!

Thank you,

Lindsey Hansen

Administrative Assistant
RMCEP/CAREERFORCE Center
204 Laurel Street
Brainerd, MN 56401
(218)892-3340 (our new phone number!)



Please join us for the Brainerd Community Job Fair on May 4th!

WHAT: Brainerd Community Job Fair – Sponsored by Rural Minnesota CEP, Hubbard Broadcasting, Brainerd Dispatch, Jobs HQ, Central Lakes College, and CareerForce

WHEN: Wednesday, May 4th, 2022 from 11am to 2pm – Set up 10:30am

WHERE: Westgate Mall – 14136 Baxter Dr., Brainerd, MN

COST: No cost to be a vendor! You will need to provide your own table and chairs.

TO REGISTER: Please complete the registration form at the bottom of this page and return it by Wednesday, April 20th to be included in our promotional materials. A media package will be available to interested vendors. Contact Jen Strand at jstrand@jobshq.com for more information on the media advertising package. Due to the large response in prior years, please RSVP early to reserve your spot! Space is limited. Local employers receive preference for spaces. Out-of-town employers will be on a waitlist and notified of availability at close of registration

Brainerd Community Job Fair Registration Form

Business Name: HUBBARD RADIO
Contact Person: JUSTIN SERVE
Phone: 218-390-8406 E-mail: JSERVE@HBI.COM
Name of Person(s) who will be attending: JUSTIN SERVE

Employment Opportunities – Job Titles that you are currently recruiting for:
ACCOUNT EXECUTIVE, DIGITAL BRAND STRATEGIST,
OFFICE ADMINISTRATOR / SALES ASST.

Please return form to:
Rural MN CEP, 204 Laurel St., Suite 21, Brainerd, MN 56401
Fax: 218-828-6194
E-mail: LindseyH@RMCEP.com

If you have any questions or concerns, please contact Lindsey at 218-892-3340 or e-mail LindsevH@RMCEP.com



OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative Leadership Training

Name and Title of Contact Person for Initiative Julie Pomeroy

Market
Participants/Titles Business Manager

Date(s) or Timeframe 2022

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Terri Shutek, Business Manager for
Alexandra and Wadon, participated in
leadership training through Franklin Covey.
Training was provided to grow and develop
leadership skills.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

10/10/16

From: Pomeroy, Julie <jpomeroy@hbi.com>
Sent: Monday, October 31, 2022 5:16 PM
To: Jerve, Justin <jjerve@hubbardradio.com>
Subject: For FCC/EEO outreach

Hi Justin,

For your FCC/EEO outreach, I thought I would send you who has participated in what program from training....

Let me know if you have any questions!

Thanks,
Julie



Julie Pomeroy, CPPM | Senior Manager, Training, Learning & Development | Hubbard Broadcasting, Inc.
3415 University Avenue, St. Paul, MN 55114
direct: 651.642.4268 | mobile: 651.253.8940 | fax: 651.642.4314 | email: jpomeroy@hbi.com

Station Location	First Name	Last Name	Role	6 Critical Practices	4 Essential Roles	5 Choices	Other
Brainerd	Jeff	Hilborn			X		
Brainerd	Nikki	Lyter		X			Navigating Change Effectively, Having Difficult Conversations
Wadena	Dan	Terhaar					
Wadena	Corey	Tackmann					
Wadena	Mike	Melenich					
Alexandria	Sherri	Fermoyle				X	
Alexandria	Amy	Foxx					
Alexandria	Kris	Valentine					
Alexandria	Chelsea	Lee					Having Difficult Conversations
Alexandria/Wadena	Terri	Shatek				X	
Alexandria	Mike	Ryan					
Bemidji	James	Hodges				X	
Bemidji	Kevin	Jackson				X	Having Difficult Conversations, Navigating Change Effectively

OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative St. Cloud State Career Day
Name and Title of Contact Person for Initiative Niki Ebersteiner

Market Participants/Titles Regional Controller

Date(s) or Timeframe 4/21/22

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Regional Controller attended SCSU Career Day and talked to students about radio and current openings.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Jerve, Justin

From: Hammond, Michael
Sent: Wednesday, July 20, 2022 4:44 PM
To: Jerve, Justin
Subject: RE: Career Day Registration

Sounds good. Thanks Justin! I went ahead and signed-up to go in person. It's been a while and I figured we can hopefully chat with faculty as well.



Michael Hammond | HR Manager-Recruiting | Human Resources
3415 University Avenue, St. Paul, MN 55114
DIRECT: 651.642.4637 | FAX: 651.642.4314

From: Jerve, Justin <jjerve@hubbardradio.com>
Sent: Wednesday, July 13, 2022 2:40 PM
To: Hammond, Michael <mhammond@hbi.com>
Subject: RE: Career Day Registration

I'm close so I can swing down if there is interest from others or would definitely do the Virtual if that is preferred.

Justin Jerve, Regional Controller
Alexandria | Bemidji | Brainerd | Wadena
Cell: 218.390.8406 | Office: 218.828.1244



From: Hammond, Michael <mhammond@hbi.com>
Sent: Wednesday, July 13, 2022 11:12 AM
To: Heverling, Robert <rheverling@hbi.com>; Cook, Brianna <bcook@kaaltv.com>; Jerve, Justin <jjerve@hubbardradio.com>
Subject: FW: Career Day Registration

Any interest in attending either of these upcoming events at St. Cloud State?



Michael Hammond | HR Manager-Recruiting | Human Resources
3415 University Avenue, St. Paul, MN 55114
DIRECT: 651.642.4637 | FAX: 651.642.4314

From: handshake@mail.joinhandshake.com <handshake@mail.joinhandshake.com>
Sent: Tuesday, July 12, 2022 8:32 AM

To: Resume Mailbox <Apply@hbi.com>
Subject: Career Day Registration

[External email – use care when clicking on links or attachments]

Greetings!

On behalf of the Herberger Business School, School of Public Affairs and College of Liberal Arts, we invite you to Career Day! We are excited to share we will be hosting Career Day in two different formats on two different dates again this year! We are hosting an on campus fair on Wednesday, September 21st from 11:00a.m. - 2:00p.m. and a virtual fair on Friday, September 23rd from 9:00a.m. - 11:00a.m. Registration is now open for both events! This is a great opportunity to find talent for part-time, full-time and/or internship positions.

Career Day

Wednesday, September 21st, 2022

11:00a.m. - 2:00p.m.

Atwood Memorial Center Ballroom

Registration Fee: \$500 (For Profit Employer) and \$200 (Not for Profit, Government or 501c Employer)

[REGISTER HERE](#) (In-Person Fair)

Virtual Career Day

Friday, September 23rd, 2021

9:00a.m. - 11:00a.m.

Handshake Virtual Platform

Registration Fee: \$200

[REGISTER HERE](#) (Virtual Fair)

Register for both fairs and receive \$100 off!

Later this summer we will follow-up with details about how to engage with students for both fairs including:

- Video, audio, and chat communication with students
- Group meetings with up to fifty students
- 1:1 student meetings scheduled in advance or after a session
- Sharing company values and documentation with students ahead of time

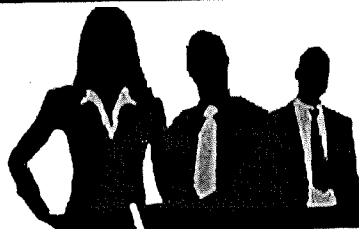
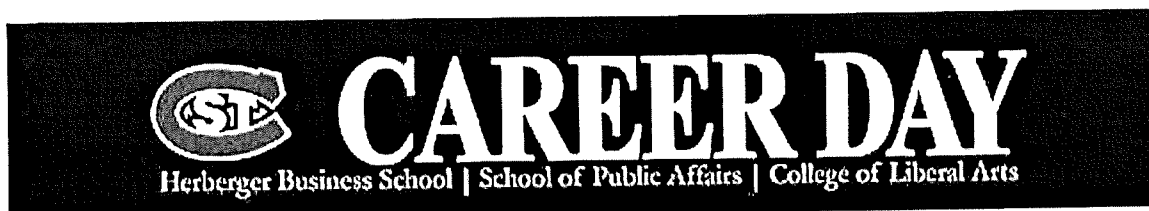
The deadline to register is **September 7th**.

We greatly value your partnership and look forward to connecting you with our students!

See you in the fall!

Niki Ebensteiner

Advising and Student Success Center
Herberger Business School | St. Cloud State University
Centennial Hall 229
Office: 320-308-3892
ndebensteiner@stcloudstate.edu
<http://www.stcloudstate.edu/hbs>



OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative Brunswick Community Job Fair

Name and Title of Contact Person for Initiative Jama Davidson

Market Participants/Titles Regional Controller

Date(s) or Timeframe 4/5/23

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Regional Controller participated in planning and also attended the job fair. He spoke with attendees about careers in broadcasting and current openings in Alexandria, Washington, Brunard and Bethesda.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Ott, Michelle

Subject: RE: 2023 Brainerd Lakes Community Job Fair

From: Lindsey Hansen <lindseyh@rmcep.com>
Sent: Monday, March 6, 2023 10:52 AM
To: Hilborn, Jeff <jhilborn@hubbardradio.com>; Jerve, Justin <jjerve@hubbardradio.com>; Jen Strand (Jen@jobsHQ.com) <jen@jobshq.com>; Jama Davidson <JamaD@rmcep.com>; Hanson, Lisa M <lisa.hanson@clcmn.edu>; Kropp, Amber (DEED) <amber.kropp@state.mn.us>
Subject: Fw: 2023 Brainerd Lakes Community Job Fair

Hello everyone,

I have been working at reaching out to employers from all of our lists. I combined them into one spreadsheet- thanks Jen for helping set it up! Here are the registration forms I have received so far. I included the list and where I am at with calls and emails out to employers. Everyone on the list has been called once and emailed the registration form. So, they have until next Wednesday to respond as we need time to get everything together and not have any issues this year! I worked with Jama on the script that Jeff created. I would like to thank you all for your help with putting this together. Let me know if there are any employers I forgot to reach out to, thanks and have a great day.

Lindsey Hansen
Administrative Assistant/Case Aide/ Career Lab
Direct (218) 892-3345
Front Desk (218) 892-3340
Fax (218) 828-6194



Follow us on Facebook: www.facebook.com/CEPBrainerd

From: Brainerd Career Lab <bnlab@rmcep.com>
Sent: Monday, March 6, 2023 11:02 AM
To: Lindsey Hansen <lindseyh@rmcep.com>
Subject: Attached Image

Ott, Michelle

From: Jerve, Justin
Sent: Wednesday, February 22, 2023 9:26 AM
To: Lindsey Hansen; Jen Strand (Jen@jobsHQ.com); Hilborn, Jeff; Kropp, Amber (DEED);
Jama Davidson
Subject: RE: Participants for 2023 Spring Job Fair

Hi Lindsey,

We will take a booth for the fair as well, typically we are near the front by you all and do a prize giveaway (at your table or ours) and also have information about our openings at Hubbard as well. Please add us to the list and fit us in where you can, thanks!

Justin Jerve, Regional Controller
Alexandria | Bemidji | Brainerd | Wadena
Cell: 218.390.8406 | Office: 218.828.1244



From: Lindsey Hansen <lindseyh@rmcep.com>
Sent: Wednesday, February 22, 2023 9:01 AM
To: Jen Strand (Jen@jobsHQ.com) <jen@jobshq.com>; Hilborn, Jeff <JHilborn@hubbardradio.com>; Jerve, Justin <jjerve@hubbardradio.com>; Kropp, Amber (DEED) <amber.kropp@state.mn.us>; Jama Davidson <JamaD@rmcep.com>
Subject: Participants for 2023 Spring Job Fair

[External email – use care when clicking on links or attachments]

Hello everyone,

I have a list above that I have sent emails to, and several have said YES, some NO, and more that have yet to get back to me. I am working on the list that Lisa H. sent to me today, I will call employers to find out if they are interested in participating this year. I will be in touch soon! Have a great day!

Lindsey Hansen
Administrative Assistant/Case Aide/ Career Lab
Direct (218) 892-3345
Front Desk (218) 892-3340
Fax (218) 828-6194



Follow us on Facebook: www.facebook.com/CEPBrainerd

PLEASE JOIN US AT THE JOB FAIR!

WHAT: Brainerd Community Job Fair – sponsored by: Hubbard Broadcasting, Brainerd Dispatch, Central Lakes College, CareerForce, and Rural Minnesota CEP.

WHEN: April 5th, 2023, from 11 a.m. – 3 p.m.
Networking and set-up 9:00 a.m. to 10:45 a.m.

WHERE: Westgate Mall, Brainerd

No cost to be a vendor! You bring your table and chairs, and we will provide job seekers!

TO REGISTER: Please complete the registration form at the bottom of this letter and return it by **Wednesday, March 15th** to be included in our promotional materials. A media package will be available to interested vendors. Please contact Jen Strand at jstrand@jobshq.com for more

information on the media advertising package. Due to the large response in prior years, please RSVP early to reserve your spot! Space is limited. Local employers receive preference for spaces. Out-of-town employers will be on a waitlist and notified of availability at close of registration.

Brainerd Community Job Fair Registration Form

Business Name: _____

Contact Person: _____

Phone # _____

E-mail Address: _____

Mailing Address: _____

Name of Person(s) who will be attending: _____

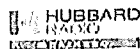
Employment Opportunities (Job Titles you are currently recruiting for)

If your **display** requires an electrical connection, please check, or double-click the box. We will do our best to accommodate your request. Please plan to provide your own power cords.

Please return form to: Rural MN CEP
204 Laurel St, Suite 21
Brainerd, MN 56401
Fax: 218-828-6194

or email to: lindseyh@rmcep.com

Our Sponsors:



OUTREACH INITIATIVE SUMMARY

~ ~ ~

Type of Outreach Meeting Scholarship
 Job Fair Event
 Visit Other
 Internship

Name of Outreach Initiative SCSU Career Day

Name and Title of Contact Person for Initiative Niki Elensford

Market Participants/Titles Regional Controller

Date(s) or Timeframe 9/20/23

Description of Outreach Initiative, including summary of actions taken by Company participants, e.g. number of people contacted; number of resumes received; distributing information, discussion notes, etc.

Regional Controller attended the job fair and spoke to students about careers in broadcasting and current openings in Alexandria, Wadsworth, Brainerd and Benning.

Outcome(s) of this Initiative, if any, e.g. persons referred and/or hired; establish a new contact; follow-up completed, etc.

Jerve, Justin

From: Ebensteiner, Nicole D <ndebensteiner@stcloudstate.edu>
Sent: Thursday, October 5, 2023 1:29 PM
Subject: SCSU Career Day Survey

[External email – use care when clicking on links or attachments]

Good afternoon,

Thank you for attending Career Day on Wednesday, September 20th! I am writing to request your participation in our Career Day survey. As we strive to make the fair as beneficial as possible for both our students and employers, we would greatly appreciate your feedback. It will help us tailor the event to better meet your recruitment needs. Please take a few minutes to complete the survey by clicking on the following link: [Career Day Survey](#)

Thank you for your continued support! We hope to see you next year!

Niki Ebensteiner

Office & Administrative Assistant, Sr.
HBS Advising and Student Success Center
Herberger Business School
Centennial Hall 443
o: 320.308.3892
ndebensteiner@stcloudstate.edu



St. Cloud State University
720 4th Avenue South
St. Cloud, MN 56301
stcloudstate.edu

BOLD | INNOVATIVE | FOCUSED

Jerve, Justin

From: Hammond, Michael
Sent: Thursday, September 14, 2023 2:46 PM
To: Silvestri, Derrick C
Cc: Jerve, Justin; Xiong, Koua; Pitzer, Juli
Subject: RE: Saint Cloud State University Career Fair

Hi Derrick,

Yes-we are glad to have your alumni with us in Duluth! I've heard good things. I'm glad then that I mentioned next Wednesday to you. I remember that was an issue in the past. Yes, we would love to participate on Oct. 20th.

Dr. Pitzer-when you get a chance, could you please send us details including how to register for this event? We would be happy to come and support your department however we can. Please let me know if you have any questions or concerns for me.

Thank you both. Have a great evening!

Michael



Michael Hammond | HR Manager-Recruiting | Human Resources
3415 University Avenue, St. Paul, MN 55114
DIRECT: 651.642.4637 | FAX: 651.642.4314

From: Silvestri, Derrick C <dcsilvestri@stcloudstate.edu>
Sent: Thursday, September 14, 2023 8:38 AM
To: Hammond, Michael <mhammond@hbi.com>
Cc: Jerve, Justin <jjerve@hubbardradio.com>; Xiong, Koua <koua.xiong@hbi.com>; Pitzer, Juli <jpitzer@stcloudstate.edu>
Subject: Re: Saint Cloud State University Career Fair

[External email – use care when clicking on links or attachments]

Hello Michael-
It's going well over here I hope it's going good for you too? I'm glad we sent 2 of our former students up to WDIO this early summer 😊 They are both rockstars and should do a great job up there. Hopefully one day I'll see their work in the cities!

Thanks for the heads-up on the career day. I was not told again by our folks on campus about the job fair specifics. I am copying our new Mass Communications chair Dr. Juli Pitzer on this email as well. She would like to also be in contact with conversations about internships and job opportunities for our students/alumni.

Food for thought, we are host our own broadcasting/Journalism/Mass Comm/Strat Comm job fair in the TV studios at SCSU October 20th. Would you be able to host a table at that event? I am not the organizer for that specific event but Juli would be able to provide any other details regarding it. I'll help in any way possible to pull this off!

Thanks again

Derrick Silvestri
St. Cloud State University
TV Studio Manager | UTVS Advisor | Adjunct Professor | SH Building Coordinator

Mass Communications Department
Stewart Hall 152
720 Fourth Avenue South
Saint Cloud, MN 56301 - 4498

D: 320-308-4784
C: 218-996-1963
F: 320-308-2083
E: dcsilvestri@stcloudstate.edu

From: "Hammond, Michael" <mhammond@hbi.com>
Date: Wednesday, September 13, 2023 at 2:02 PM
To: "Silvestri, Derrick C" <dcsilvestri@stcloudstate.edu>
Cc: "Jerve, Justin" <jjerve@hubbardradio.com>, "Xiong, Koua" <koua.xiong@hbi.com>
Subject: Saint Cloud State University Career Fair

CAUTION: This e-mail originated from outside the Minnesota State System. Only click links or open attachments from trusted sources. Please report suspicious messages using the "Report Message Button".

Hi Derrick,

Hope all is well with you. Just a heads-up for you and your students. Hubbard Broadcasting will be attending SCSU's Career Fair next Wednesday the 20th. It's from 11:00 AM to 2:00 PM in the Atwood Center. I won't be able to attend but Koua Xiong from our corporate recruiting team and Justin Jerve from our Northern MN stations will be representing us there. If you're able, please stop by and we appreciate any students that you can direct to us. Please let me know if there is any way we can assist you in return.

Thank you,

Michael



Michael Hammond | HR Manager-Recruiting | Human Resources
3415 University Avenue, St. Paul, MN 55114
DIRECT: 651.642.4637 | FAX: 651.642.4314