December 14, 2023

Via Upload to the Station Online Public File

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

Re: Radio One of Indiana, LLC
WTLC-FM, Greenwood, IN (Facility ID 25071)
Response to FCC Audit of EEO Program

Ladies and Gentlemen:

Radio One of Indiana, LLC, a wholly owned subsidiary of Urban One, Inc. ("Urban One"), licensee of WTLC-FM, Greenwood, Indiana (Facility ID 25071) (the "Station") hereby submits the attached response in reference to the Commission's letter dated October 30, 2023. In that letter, the Commission notified Urban One that the Station "has been randomly selected for an audit of its EEO program."

The Commission's letter requests certain information from Urban One regarding the Station's compliance with the FCC's EEO rules. That information is attached hereto.

Should you have any further questions regarding this response, please contact the undersigned at ksimpson@urban1.com.

Sincerely yours,

Kristopher Simpson
Senior Vice President & General Counsel

Enclosures

DocuSign Envelope ID: 5B730C45-C50B-426F-B48E-A5E35C503BBB

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

Re: **Radio One of Indiana, LLC**
WTLC-FM, Greenwood, Indiana (Facility ID 25071)
Response to FCC Audit of EEO Program

Ladies and Gentlemen:

This letter is written on behalf of Radio One of Indiana, LLC, a wholly owned subsidiary of Urban One, Inc. ("Urban One"), licensee of WTLC-FM, Greenwood, Indiana (Facility ID 25071) (the "Station") with reference to the Commission's letter dated October 30, 2023. In that letter, the Commission notified Urban One that the Station "has been randomly selected for an audit of its EEO program." The Commission's letter requests certain information from Urban One regarding the Station's compliance with the FCC's EEO rules. That information is attached hereto.

I am familiar with the Station and have reviewed the attached information and hereby confirm that the attached information fully and accurately supplies the audit data requested in the October 30, 2023 letter. Should you have any questions regarding this response, please contact ksimpson@urban1.com.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on December __, 2023.

DocuSigned by:
Deon Levingston
8EC05122A8A4431...

Deon Levingston
Regional Vice President and General Manager, WTLC-FM

AUDIT DATA RESPONSE

(b)(i) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6).

WTLC-FM is part of an employment unit ("Unit") that is comprised of six radio stations and one television station which are commonly owned and controlled and which, together, form one Unit for FCC EEO purposes.

Attached are copies of the Unit's two most recent EEO Public File Reports.

Urban One, Inc. – Indianapolis, IN

WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD, WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM

EEO PUBLIC FILE REPORT

April 1, 2021 – March 31, 2022 [1][2]

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hiree
Program Director (September 23, 2021)	1-19, 21-35, 38, 43	116[RS #35(45), RS #38(11), RS #43(60)]	35
		Total Candidates Interviewed -	116

[1] This report provides recruitment data collected from March 20, 2021 through March 23, 2022.

[2] This report was amended on December 14, 2023.

Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD,
WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	American Women in Radio and Television 8405 Greensboro Drive, Ste. 800 McLean, VA 22102 (703) 506-3266 Fax info@allwomeninmedia.org	Y	0
2	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaja.org	Y	0
3	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	Y	0
4	Black Broadcasters Alliance 3474 William Penn Hwy. Pittsburgh, PA 15235 webmaster@thebba.org	Y	0
5	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@ccnma.org	Y	0
6	National Association of Hispanic Journalists 1000 National Press Building Washington, DC 20045 nahj@nahj.org	Y	0
7	National Association of Black College Broadcasters P.O. Box 3191 Atlanta, Georgia Phone : (404) 523-6136 Fax: (404) 523-5467 bcrmail@aol.com	Y	0

[1] This report provides recruitment data collected from March 20, 2021 through March 23, 2022.

[2] This report was amended on December 14, 2023.

Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD, WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
8	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Suite 200 Washington, D.C. 20036 Fax: (202) 429-0657 nabobinfo@nabob.org	Y	0
9	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: 301-445-7101 sberry@nabj.org	Y	0
10	National Association of Minority Media Executives 1921 Gallows Road, Suite 600 Vienna, VA 22182 Fax: (703) 893- 2414 info@namme.org	Y	0
11	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	Y	0
12	National Lesbian and Gay Journalists Association 1420 K Street, NW, Ste.910 Washington, DC 20005 info@nlgja.org	Y	0
13	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	Y	0
14	South Asian Journalists Association	Y	0
15	Ohio Center for Broadcasting 9885 Rockside Road Cleveland, OH 44125 gary@beonair.com	Y	0
16	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	Y	0

[1] This report provides recruitment data collected from March 20, 2021 through March 23, 2022.

[2] This report was amended on December 14, 2023.

Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD, WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
17	Detroit Regional Workforce Fund Fax: 313.226.9227 gabriela.dorantes@liveunitedsem.org	Y	0
18	Employment Connection Fax: 314.333.3674 pmckinney@employmentstl.org	Y	0
19	Falls Church Skill Source Center Fax: 705.752.1609 sarah.scott@myskillsource.org	Y	0
20	Jubilee Jobs, Inc. Fax: 202.667.8833 jconerly@jubileejobs.org	N	0
21	Michigan Veterans Foundation Fax: 313.831.7120 mvf002@earthlink.net	Y	0
22	Texas Veterans Commission Fax: 214.819.2880 yolanda.williams@dallascounty.org	Y	0
23	Urban League of Philadelphia Fax: 215.468.8078 robinbailey@ucsep.org	Y	0
24	Veterans Workforce Investment Program Way Station, Inc. Fax: 301.620.2925 vfuchs@waystationinc.org	Y	0
25	Indianapolis Urban League, Inc. Fax: 317.693.7613 ksimmons@indplsul.org	Y	0
26	Shares, Inc. - Brandywine Industries Fax: 317.462.1535 clee@sharesinc.org	Y	0
27	Charlotte Area Fund Fax: 704.344.1655 isaacc@charlotteareafund.org	Y	0

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[2] This report was amended on December 14, 2023.

Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD, WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
28	The American Legion Department Of NC Fax: 919.832.6428 nclegion@nc.rr.com	Y	0
29	Columbus Urban League Fax: 614.257.6316 dowens@cul.org	Y	0
30	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	Y	0
31	Southern Methodist University hegicalendar@smu.edu	Y	0
32	Texas Department of Assistive & Rehabilitative Services ron.fleming@dars.state.tx.us	Y	0
33	Women's Center of Tarrant County Inc. Fax: 817.927.0694 cfannin@womenscentertc.org	Y	0
34	Texas Association of Broadcasters Teresa@tab.org	Y	0
35	Corporate Website – www.urban1.com	N	45
36	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	0
37	Internal Promotion/ Internal Candidate	N	0
38	Internal Referral/ Employee Referral	N	11
39	Industry Referral	N	0
40	Market Websites – www.hot963.com, www.tlcnaptown.hellobeautiful.com, www.praiseindy.hellobeautiful.com, and www.radionowindy.com	N	0
41	Local Newspaper	N	0
42	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
43	Internet Recruitment – www.indeed.com, www.linkedin.com, www.ziprecruiter.com, www.urbaninsite.com	N	60
44	On-Air Recruitment	N	0

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Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD, WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
45	Temporary Agency	N	0
46	Rehire of Former Employee	N	0
47	Job/Career Fair	N	0
	TOTAL INTERVIEWEES OVER 12-MONTH PERIOD		**116**

[1] This report provides recruitment data collected from March 20, 2021 through March 23, 2022.

[2] This report was amended on December 14, 2023.

Urban One, Inc. –Indianapolis, IN
WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD,
WYXB(FM),WLHK(FM), WIBC(FM), and WNOW-FM
EEO PUBLIC FILE REPORT
April 1, 2021 – March 31, 2022 [1][2]

III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	**Website Recruitment**	For local job vacancies, WHHH-FM, WTLC-AM, WTLC-FM, WDNI-CD and WNOW-FM referred listeners and potential employees to the Corporate website www.urban1.com.
2	**EEO Training Seminar**	Urban One hosted an EEO Seminar in conjunction with outside counsel to train market employees and leadership on maintaining proper EEO compliance (General Manager and Indianapolis EEO Compliance Administrator participated) (March 23, 2022).
3	**Workplace Harassment Training**	Urban One hosted anti-harassment training session for managers and non-managers, in conjunction with outside counsel, to educate all market employees on what is harassment and what to do if they observe or experience it in the workplace (General Manager and Marketing & Promotions Director participated) (November 15, 2021).
4	**Career Fair**	The market, alongside its Promotions Director, David Gray, participated in the Indiana Broadcasters Association Career/Internship Fair, where they contributed a specified amount for booth rental, and worked the rental booth by collecting resumes and interviewing qualified candidates (October 26, 2021).

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[2] This report was amended on December 14, 2023.

Urban One, Inc. – Indianapolis, IN
WHHH(FM), WTLC(AM), WTLC(FM), WYXB(FM), WLHK(FM), WIBC(FM), and WDNI-CD
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023 [1][2]

I. VACANCY LIST

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

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Candidates Interviewed (RS)	RS Referring Hiree
Integrated Campaign Manager (09/29/22)	1-16, 22	3[RS #22(3)]	22
Online Editor (12/01/22)	1-16, 22	5[RS #16(4), RS #22(1)]	16
Senior Integrated Marketing Specialist – TV/LaGrande (07/15/22)	1-16, 22, 25	3[RS #22(2), RS #25(1)]	25
Editor (Bilingual) (10/18/22)	1-16, 22	5[RS #16(1), RS #22(4)]	22
Integrated Marketing Specialist (12/12/22)	1-16, 19, 22	3[RS #19(1), RS #22(2)]	19
Traffic Director (10/19/22)	1-16, 18	3[RS #16(2), RS #18(1)]	16
Sales Assistant (10/18/22)	1-16, 19	3[RS #16(2), RS #19(1)]	19
Sales Associate (10/18/22)	1-17	3[RS #16(2), RS #17(1)]	17
		Total Candidates Interviewed –	**28**

[1] This report provides recruitment data collected from March 24, 2022 through March 30, 2023.
[2] This report was amended on December 14, 2023.

Urban One, Inc. – Indianapolis, IN
WHHH(FM), WTLC(AM), WTLC(FM), WYXB(FM), WLHK(FM), WIBC(FM), and WDNI-CD
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023 [1][2]

II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Asian American Journalists Association 1182 Market Street, Ste. 320 San Francisco, CA 94102 National@aaja.org	N	0
2	The Association for Women in Communications, Inc. 780 Ritchie Highway, Ste. 28-S Severna Park, MD 21146 info@womcom.org	N	0
3	California Chicano News Media Association 3800 S. Figueroa Street Los Angeles, CA 90037 ccnmainfo@ccnma.org	N	0
4	National Association of Black Owned Broadcasters 1201 Connecticut Avenue N.W., Suite 200 Washington, D.C. 20036 Fax: (202) 429-0657 nabobinfo@nabob.org	N	0
5	National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Fax: (301) 445-7101 sberry@nabj.org	N	0
6	National Black Media Coalition 1738 Elton Road, Suite 314 Silver Spring, MD 20903 support@mpnmail.com	N	0
7	Native American Public Telecommunications P.O. Box 83111 Lincoln, NE 68501 native@unl.edu	N	0
8	Andrews Air Force Base Airman & Family Readiness Center mfscjobs@gmail.com	N	0

[1] This report provides recruitment data collected from March 24, 2022 through March 30, 2023.
[2] This report was amended on December 14, 2023.

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
9	Urban League of Philadelphia Fax: (215) 468-8078 robinbailey@ucsep.org	N	0
10	Indianapolis Urban League, Inc. Fax: (317) 693-7613 ksimmons@indplsul.org	N	0
11	Shares, Inc. - Brandywine Industries Fax: (317) 462-1535 clee@sharesinc.org	N	0
12	Columbus Urban League Fax: (614) 257-6316 dowens@cul.org	N	0
13	Mayor's Office for People with Disabilities cornelius.booker@wrksolutions.com	N	0
14	Southern Methodist University hegicalendar@smu.edu	N	0
15	Women's Center of Tarrant County Inc. Fax: (817) 927-0694 Cfannin@womenscentertc.org	N	0
16	Corporate Website – www.urban1.com	N	11
17	Word-of-Mouth (which includes referrals from vendors, clients, former work associates and casual acquaintances)	N	1
18	Internal Promotion/ Internal Candidate	N	1
19	Internal Referral/ /Employee Referral	N	2
20	Industry Referral	N	0
21	Market Websites - www.hot1009.com, www.praiseindy.com, www.wtlcfm.com, www.b1057.com, www.hankfm.com, www.wibc.com, and www.telemundoindy.com	N	0
22	Internet Recruitment – - www.monster.com, www.bcfm.com www.alllaccess.com, www.indeed.com, www.hotjobs.com, www.linkedin.com, www.careerbuilder.com, www.entertainmentcareers.net/, www.ihirebroadcasting.com.	N	12
23	Ohio Center for Broadcasting 9885 Rockside Road Cleveland, OH 44125 gary@beonair.com	N	0
24	Ohio Media School Janatra@beonair.com	N	0

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[2] This report was amended on December 14, 2023.

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
25	Employment Connection - www.employmentconnection.com	N	1
26	Local Newspaper	N	0
27	Trade Publication – Inside Radio, 365 Union St. Littleton, NH 03561 (800) 248-4242	N	0
28	On-Air Recruitment	N	0
29	Temporary Agency	N	0
30	Rehire of Former Employee	N	0
31	Intern	N	0
32	Career Fair	N	0
33	Butler University Career Page	N	0
	TOTAL INTERVIEWEES OVER 12-MONTH PERIOD		28

[1] This report provides recruitment data collected from March 24, 2022 through March 30, 2023.
[2] This report was amended on December 14, 2023.

Urban One, Inc. – Indianapolis, IN
WHHH(FM), WTLC(AM), WTLC(FM), WYXB(FM),
WLHK(FM), WIBC(FM), and WDNI-CD
EEO PUBLIC FILE REPORT
April 1, 2022 – March 31, 2023 [1][2]

III.RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	**On-Air/Website Recruitment**	For local job vacancies, WHHH(FM), WTLC(AM), WTLC(FM), WYXB(FM), WLHK(FM), WIBC(FM), and WDNI-CD (the "Stations") advertised openings on-air and referred listeners and potential employees to the Corporate website, www.urban1.com. The Stations also provided a link to Corporate joblistings on the Stations' websites.
2	**EEO Training Seminar**	Urban One hosted an EEO Training Seminar in conjunction with outside counsel to train market employees and leadership on maintaining proper EEO compliance (General Manager and Indianapolis EEO Compliance Administrator participated) (March 30, 2023).
3	**Career Fair**	The market, alongside Promotions Director, David Gray, participated in the Indiana Broadcasters Spring 2022 Career/Internship Fair (the "Fair"), where they contributed a specified amount for booth rental for the Fair, and participated by working in the booth, collecting resumes, and interviewing qualified candidates (March 26, 2022).
4	**Career Fair**	The market, alongside Promotions Director, David Gray, participated in the University of Indiana's Communications Career Fair, located at the University of Indianapolis's Professional Edge Center,1400 East Hanna Avenue, Indianapolis, IN 46227, where they spoke to colligate students and the University's career coaches about careers in broadcast journalism and potential job opportunities in the market (April 13, 2022).

[1] This report provides recruitment data collected from March 24, 2022 through March 30, 2023.
[2] This report was amended on December 14, 2023.

5	**<u>Career Fair</u>**	The market, alongside Promotions Director, David Gray, participated in the Indianapolis Career Fair, hosted by Next Level Jobs, located at The Madam C. J. Walker Legacy Center, 617 Indiana Ave, Indianapolis, IN 46202, where it participated in collecting resumes and interviewing qualified candidates for potential employment opportunities (July 14, 2022).
6	**<u>Career Fair</u>**	The market participated in the Indiana Broadcasters Fall 2022 Career/Internship Fair, located at 502 E. Carmel Drive, Carmel, IN 46032, where they contributed a specified amount for booth rental for the Fair, and participated by working in the booth, collecting resumes, and interviewing qualified candidates (October 3, 2022).
7	**<u>Career Fair</u>**	The market co-hosted the Ivy Tech & Radio One Career & Community Resource Fair (the "Fair"), located at 2820 N. Meridian Street, Indianapolis, IN 46208. In addition to co-hosting the Fair, Radio One staff members participated in collecting resumes, and interviewing qualified candidates (March 29, 2023).

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[2] This report was amended on December 14, 2023.

(b)(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).

Call Sign	**City, State**	**Facility ID No.**	**Website Address**
WYXB-FM	Indianapolis, IN	51432	https://b1057.com/
WLHK-FM	Shelbyville, IN	19522	https://hankfm.com/
WTLC-FM	Greenwood, IN	57353	https://wtlcfm.com/
WTLC-AM	Indianapolis, IN	51433	https://praiseindy.com/
WHHH-FM	Speedway, IN	6420	https://hot1009.com/
WDNI-CD	Indianapolis, IN	28199	https://telemundoindy.com/
WIBC-FM	Indianapolis, IN	19524	https://wibc.com/

(***b)(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).***

See attached.

For the date of hire for each of the Unit's full-time positions filled, see the EEO Public File Reports attached at (b)(i) above.

Requisition: Program Director

Requisition Owner(s):

Requisition Owners:	Tyner, Colby
	Levingston, Deon
	Brunswick, Greg
	Vaughn, Karen
	Waller, Kia

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Program Director**	Job Code:	**3692**
Company:	**Radio One**	Hiring Manager:	**Deon Levingston**
Location:	**IN – Indianapolis**	EEO Job Category:	**(1.2) First/Mid Level Officials & Managers**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	
Department:	**Programming**	# of Openings:	**0**
Employment Status:	**Full Time**	Filled Date:	**9/23/21**
Opened Date:	**6/25/20**	Reason for Opening:	**Termination**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]

Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]

NRD Duration: [redacted]

Replacement

Employee being replaced: [redacted]

Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification: former PD deceased

Approvals:

Requisition Approvers:	**[1]**	Brunswick, Greg	Status: **Approved**	Offer Approvers:	**[1]** Brunswick, Greg
	[2]	Levingston, Deon	Status: **Approved**		**[2]** Levingston, Deon
	[3]	Kantor, David	Status: **Approved**		**[3]** Waller, Kia

Active Hire Controls:

- ✔ Decrement Number of openings by 1
- ✔ E-Mail Non-Hired Candidates on 0 openings
- ✔ Change Status of Non-Hired Candidates on 0 openings
- ✔ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Program Director (Bi-lingual)

Radio One is looking for a talented Program Director to competently* and professionally* ensure that the stations' Programming supports the company's strategic direction and outcomes at all times.

Qualifications:

The ideal candidate will have:

- High School Diploma
- Bi-lingual (Spanish speaking)
- Management experience highly preferred;

Dedicated and driven work ethic, excellent writing skills, comfortable making presentations to all size groups (5-50), outstanding computer skills, some travel required.

Responsibilities:

- **Staff Management**
- **Planning**
- **On-Air Programming**
- **Customer Liaison**
- **Administration**

Professional Development

OBJECTIVES (by Responsibility):

Staff Management

1. To ensure that all reporting staff have the necessary skills to perform their assigned Job Responsibilities at the highest level of professionalism (consistently appropriate) and competence (effective and efficient) on an ongoing basis.
2. To maintain High Performance and effectively deal with Identified
3. Non-Performance in a timely manner (within 48 hours).
4. To ensure and support all direct reporting staff in doing their own Performance Appraisals every six months days.
5. To recruit and train new staff when and where required.
6. To ensure that appropriate Self-Management is exercised at all times, as it applies to the overall function and specifically as it relates to:

- Overall Professionalism
- Judgement
- Propriety
- Dress code (should be consistent with your job function, includes appropriate grooming)
- Confidentiality (at all times)
- Managing Emotions (Emotional Maturity and control in all situations)
- Taking Initiative (may include taking risks)
- Being self-directed
- Accepting responsibility
- Being accountable
- Self-critiquing
- Accepting and growing with others Critique
- Being objective (issue relevant)
- Building and maintaining workable relationships
- Suspending judgment (when relevant)
- Not discriminating
- Being accepting rather than judgmental (when appropriate)
- Allowing others their feelings
- Extending common courtesies
- Behaving out of a sense of urgency (when appropriate)
- Striving for Balance
- Appropriately delegating
- Evolving self-awareness
- Problem Solving and Decision Making (within scope of the function)

Planning

1. To develop, implement and monitor a comprehensive Plan to ensure that the station competently meets the targeted audience's needs on an ongoing

basis.

2. To support in the development of appropriate research models to achieve maximum ratings performance on an ongoing basis.
3. To regularly and when relevant consult with internal and external resources to solicit objective input as it relates to the overall planning process.
4. To investigate and stay current with all relevant information as it applies to identified competitors an ongoing basis.

On-Air Programming

1. To ensure that the stations programming meets the ongoing needs of the targeted audiences. This includes:
   - Air Checks and Coaching
   - Facilitating relevant meetings
   - Evaluating and deciding what goes to air
   - Creating relevant templates as they apply to different departments
   - Advising relevant departments regarding their contribution to on-air programming.
1. To appropriately implement the Research models findings on an ongoing basis.

Customer Liaison

1. To effectively deal with listener complaints and suggestions on an ongoing basis.
2. To co-ordinate the appropriate allocation of relevant company resources as it applies to ongoing community issues and concerns.
3. To appropriately represent the company when attending relevant industry and community related events on an ongoing basis.

Administration

1. To schedule on-air talent on a weekly and as needed basis.
2. To submit relevant payroll documentation to accounting bi-weekly.
3. To approve and monitor sick leave and the vacation schedule on an ongoing basis.
4. To document all relevant information as it applies to programming on an ongoing basis.

5. To develop, implement and monitor all relevant department policies & procedures on an ongoing basis.
6. To attend Management, Promotions, Sales, Music and Announcers meetings as needed.
7. To "trouble-shoot" on relevant Operational issues as needed.
8. To ensure that effective interdepartmental communication occurs on an ongoing basis.
9. Manage content and quality of the station(s) website(s).

Professional Development

1. To investigate and participate in relevant skill building workshops as it applies to the ongoing development of the function.
2. To stay current with all relevant industry information as it applies to the overall job responsibility.
3. To drive your own Performance Appraisal every six months.

*Competence is defined as using "effectiveness and efficiency" in equal measure at all times

*Professionalism is described as being consistently appropriate in all situations and at all times

Tracking:

Added to System: **6/23/20 8:58 AM** ID: **3692**

Last Updated: **9/23/21 10:12 AM**

Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to...

1-20 of 119

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	12/3/23 6:52 PM		Indeed.com	Available	NEW	Announcer/Board Operator - [36...		Phone Screen
[redacted]	11/2/23 9:02 PM		Other (Please Specify)	Available	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	10/24/23 2:39 PM		Company Website	In Process	NEW	Assistant Program Director/On-...		Phone Screen
[redacted]	8/31/23 2:38 PM		Employee Referral	In Process	NEW	Board Operator - [3775]		Phone Screen
[redacted]	8/15/23 6:43 PM		LinkedIn	Available	NEW	Digital Account Executive - [4...		Phone Screen
[redacted]	5/14/23 11:24 AM		Other (Please Specify)	Available	NEW	Assistant Program Director - [...		Phone Screen
[redacted]	4/25/23 2:37 PM		Interactive One Employee	In Process	NEW	Assistant Program Director - [...		Phone Screen
[redacted]	4/10/23 2:49 PM		Indeed.com	In Process	NEW	Board Operator - [3701]		Phone Screen
[redacted]	3/2/23 4:47 PM		Company Website	Hired	NEW	Announcer - [1418]		Phone Screen
[redacted]	1/11/23 6:58 PM		LinkedIn	NEW	NEW	News Director - [4311]		Phone Screen
[redacted]	12/15/22 11:03 AM		Company Website	NEW	NEW	Imaging Director - [4225]		Phone Screen
[redacted]	12/1/22 5:52 PM		Indeed.com	In Process	NEW	Announcer/Board Operator - [24...		Phone Screen
[redacted]	11/22/22 3:28 PM		Indeed.com	In Process	NEW	Announcer/Board Operator - [17...		Phone Screen
[redacted]	8/11/22 4:02 AM		Employee Referral	In Process	NEW	Announcer/Board Operator - [28...		Phone Screen
[redacted]	7/19/22 6:03 AM		Company Website	Available	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	7/12/22 1:50 PM		Other (Please Specify)	NEW	NEW	Mixer - [2192]		Phone Screen
[redacted]	6/29/22 11:29 AM		LinkedIn	NEW	NEW	Assistant Program Director/On-...		Phone Screen
[redacted]	6/24/22 9:17 AM		Company Website	Hired	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	3/16/22 3:13 PM		Company Website	Hired	Not Minimally Qualified	Assistant Program Director - [...		
[redacted]	2/14/22 9:12 AM		Indeed.com	NEW	NEW	Assistant Program Director/On-...		Phone Screen

Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 21-40 of 119

	Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
☐	[redacted]	1/22/22 6:38 PM		Indeed.com	Available	Not Minimally Qualified	Board Operator/On-Air Talent -...		
☐	[redacted]	12/29/21 3:15 AM		Other (Please Specify)	NEW	NEW	On Air Talent - [3697]		Phone Screen
☐	[redacted]	11/9/21 4:30 PM		Indeed.com	NEW	NEW	On Air Talent - [3688]		Phone Screen
☐	[redacted]	10/26/21 4:26 PM		Other (Please Specify)	Available	NEW	Announcer - [1418]		Phone Screen
☐	[redacted]	9/23/21 9:55 AM		Company Website	Hired	Hired	Program Director - [3692]		
☐	[redacted]	9/20/21 9:32 AM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	9/9/21 10:48 AM		Indeed.com	NEW	NEW	Account Executive (On-Goin...		Phone Screen
☐	[redacted]	9/7/21 3:40 PM		Other (Please Specify)	In Process	Interviewing	On Air Talent - [3697]		Background Check
☐	[redacted]	9/7/21 3:40 PM		Company Website	In Process	Interviewing	Program Director - [3692]		Background Check
☐	[redacted]	9/7/21 3:40 PM		Employee Referral	In Process	Interviewing	Program Director - [3692]		Background Check
☐	[redacted]	9/7/21 3:40 PM		Employee Referral	In Process	Interviewing	Program Director - [3692]		Background Check
☐	[redacted]	9/7/21 3:40 PM		Company Website	In Process	Interviewing	Board Operator/On-Air Talent -...		Background Check
☐	[redacted]	8/13/21 12:15 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	8/7/21 10:02 PM		Company Website	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen
☐	[redacted]	7/27/21 10:43 PM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	7/13/21 1:59 PM		Other (Please Specify)	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen
☐	[redacted]	7/12/21 2:46 PM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	7/7/21 3:52 PM		ZipRecruiter	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	6/14/21 11:50 AM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
☐	[redacted]	6/14/21 11:24 AM		Indeed.com	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 21-40 of 119

Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

Search these Candidates

All Candidates | New | Phone Screen | More

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Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	6/6/21 1:13 PM		Other (Please Specify)	NEW	NEW	Morning Show Producer - [2149]		Phone Screen
[redacted]	5/22/21 1:54 PM		ZipRecruiter	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	5/20/21 2:33 PM		Indeed.com	Available	NEW	Assistant Program Director/On-...		Phone Screen
[redacted]	5/19/21 11:37 AM		Company Website	In Process	NEW	Announcer - [1418]		Phone Screen
[redacted]	5/11/21 9:19 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	5/10/21 9:28 PM		LinkedIn	NEW	NEW	Board Operator - [3716]		Phone Screen
[redacted]	5/3/21 4:33 PM		Company Website	In Process	NEW	Announcer/Board Operator - [36...		Phone Screen
[redacted]	4/15/21 3:55 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	3/18/21 2:43 PM		Other (Please Specify)	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	3/11/21 3:19 PM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	3/3/21 2:43 PM		LinkedIn	Available	NEW	Program Director - [3692]		Phone Screen
[redacted]	3/2/21 6:03 PM		Indeed.com	NEW	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	3/2/21 4:50 PM		Company Website	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	2/25/21 11:10 AM		Indeed.com	NEW	NEW	Assistant Program Director - [...		Phone Screen
[redacted]	2/19/21 11:20 AM		Company Website	Available	NEW	Assistant Chief Engineer - [37...		Phone Screen
[redacted]	2/19/21 2:02 AM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	2/16/21 10:11 PM		Company Website	NEW	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	2/3/21 7:51 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	1/6/21 10:23 AM		Employee Referral	Hired	NEW	Board Operator - [3678]		Phone Screen
[redacted]	1/5/21 2:20 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen

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Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

Search these Candidates

All Candidates | New | Phone Screen | More

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61-80 of **119**

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	1/2/21 3:43 PM		Company Website	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen
[redacted]	12/29/20 7:53 AM		LinkedIn	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	12/19/20 8:33 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	12/14/20 9:46 PM		Company Website	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	12/7/20 1:02 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	12/4/20 4:41 PM		Other (Please Specify)	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	12/3/20 10:23 PM		Employee Referral	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	11/17/20 3:41 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	11/11/20 5:12 PM		Indeed.com	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	11/10/20 11:24 AM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	11/7/20 12:05 PM		Company Website	NEW	NEW	On-Air Talent - [2649]		Phone Screen
[redacted]	11/6/20 5:45 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	11/5/20 4:44 PM		Company Website	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen
[redacted]	10/23/20 1:40 PM		Company Website	NEW	NEW	Board Operator - [3716]		Phone Screen
[redacted]	10/18/20 2:10 PM		Company Website	NEW	NEW	Board Operator - [3716]		Phone Screen
[redacted]	10/16/20 8:38 PM		Indeed.com	NEW	NEW	Board Operator - [3716]		Phone Screen
[redacted]	10/16/20 6:27 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	10/13/20 11:18 AM		Indeed.com	NEW	NEW	Announcer/Board Operator - [36...		Phone Screen
[redacted]	10/5/20 11:48 AM		Indeed.com	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	9/22/20 12:55 AM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen

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Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

Search these Candidates

All Candidates | New | Phone Screen | More

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Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	9/19/20 11:37 PM		Indeed.com	NEW	NEW	Board Operator - [3701]		Phone Screen
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[redacted]	9/1/20 6:48 AM		Company Website	NEW	NEW	Board Operator/On-Air Talent -...		Phone Screen
[redacted]	8/26/20 6:43 AM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/21/20 11:04 AM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/19/20 8:24 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/17/20 6:35 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/14/20 3:44 PM		Indeed.com	Available	NEW	Announcer - [540]		Phone Screen
[redacted]	8/6/20 2:23 PM		LinkedIn	NEW	NEW	Marketing Director - [3313]		Phone Screen
[redacted]	8/6/20 2:09 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/3/20 9:41 AM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/3/20 3:42 AM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	8/2/20 10:07 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	7/31/20 11:29 AM		Company Website	Available	NEW	On-Air Talent - [3699]		Phone Screen
[redacted]	7/31/20 11:23 AM		Company Website	Available	Not Minimally Qualified	Board Operator - [3678]		
[redacted]	7/30/20 5:10 PM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	7/28/20 1:23 PM		Indeed.com	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/28/20 1:22 PM		Indeed.com	Available	Not Minimally Qualified	Board Operator - [3678]		
[redacted]	7/28/20 1:21 PM		Company Website	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/28/20 1:21 PM		Indeed.com	Available	Not Minimally Qualified	Program Director - [3692]		

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Candidates: Program Director

This list shows all the candidates that have applied or have been submitted for requisition 3692: Program Director - [3692]

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Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	7/28/20 1:20 PM		Employee Referral	Available	Not Minimally Qualified	Account Executive (On-Goin...		
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[redacted]	7/28/20 12:43 PM		LinkedIn	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/28/20 12:38 PM		Company Website	Available	Not Minimally Qualified	Board Operator - [3678]		
[redacted]	7/28/20 12:37 PM		Company Website	Available	Not Minimally Qualified	Board Operator - [3678]		
[redacted]	7/28/20 12:36 PM		LinkedIn	Available	Not Minimally Qualified	Program Director - [3692]		
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[redacted]	7/28/20 12:33 PM		Company Website	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/28/20 12:32 PM		LinkedIn	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/28/20 12:32 PM		Other (Please Specify)	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/20/20 4:32 PM		Company Website	Available	NEW	BSA/AML & Compliance Offic...		Phone Screen
[redacted]	7/15/20 11:13 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	7/10/20 2:53 PM		LinkedIn	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/10/20 10:43 AM		Company Website	Available	Not Minimally Qualified	Program Director - [3692]		
[redacted]	7/9/20 4:21 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	7/7/20 7:35 PM		Company Website	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	7/3/20 1:44 AM		LinkedIn	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	6/26/20 1:32 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen
[redacted]	6/25/20 9:40 PM		Indeed.com	NEW	NEW	Program Director - [3692]		Phone Screen

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Requisition: Integrated Campaign Manager

Requisition Owner(s):

Requisition Owners: Warren, Adrian
Hall, Tim
Moore, Kimberly
Witherspoon, Alicia

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Integrated Campaign Manager**	Job Code:	**3953**
Company:	**Radio One**	Hiring Manager:	**Tim Hall**
Location:	**IN – Indianapolis**	EEO Job Category:	**(2) Professionals**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	
Department:	**Digital**	# of Openings:	**0**
Employment Status:	**Full Time**	Filled Date:	**9/29/22**
Opened Date:	**10/5/21**	Reason for Opening:	**Resignation**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: [redacted]
Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification:

Approvals:

Requisition Approvers:	**[1]**	Brunswick, Greg	Status: **Approved**	Offer Approvers:	**[1]**	Brunswick, Greg
	[2]	Levingston, Deon	Status: **Approved**		**[2]**	Levingston, Deon

[3]	Kantor, David	Status: **Approved**	**[3]** Moore, Kimberly
[4]	McNair, Monica		**[4]** Witherspoon, Alicia
[5]	Moore, Kimberly		

Active Hire Controls:

- ✔ Decrement Number of openings by 1
- ✔ E-Mail Non-Hired Candidates on 0 openings
- ✔ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Integrated Campaign Manager

Urban One is looking for a dynamic and energetic individual to join our Digital Client Services Team. The Integrated Campaign Manager's primary responsibility is to oversee the execution, optimization and reporting of digital advertising campaigns across our local Urban One markets. The successful Integrated Campaign Manager will have experience executing and optimizing digital marketing flights including display, streaming video, streaming audio, social media, email, SMS and more.

Candidate will work closely with the Digital Sales Manager, their radio counterparts on the local radio station level, and will be capable of adapting to the changing trends and needs of advertisers in digital media technologies, emerging media platforms and radio for promotions and advertising. Position will report to the Vice President of Digital Operations.

This Integrated Campaign Manager opening is a full-time position, with a hybrid schedule combining in-office and an opportunity to work remotely. Ideal candidate will be based in Indianapolis, Indiana.

RESPONSIBILITIES:

The position includes the following duties in the area of digital campaign activation, execution and reporting:

- Assist in the management of digital sales efforts of Radio One local radio sales staffs including:
  - Work with Digital Sales Managers in multiple markets to set-up local and regional digital advertising campaigns
  - Oversee campaign progress, optimizing results to ensure delivery

    - Assist the local Digital Sales Manager in providing reporting on campaigns running across R One Digital platforms
- Work closely with the Creative Services and Development Team to oversee production, digital design, and copywriting for any unique online and/or multi-media promotions
- Ongoing coordination with Digital Sales Managers on local digital sales marketing strategy
- Work closely with the ad sales team to maximize all available advertising inventory
- Coordinate campaign pricing approval with the market Digital Sales Manager of all locally sold online ad deals
- Integrate materials from research and digital media ad sales/business development departments into concepts and presentations
- Prepare formal presentations for client meetings
- Work closely with all Radio One owned & operated radio station's sales and marketing staff on relevant sales promotion opportunities
- Follow-through and ensure successful trafficking of all promotional advertising elements
- Thorough understanding of sweepstakes, contests and promotions, including the management of all promotional elements from start to finish that comprise a successful promotional/contest campaign (e.g. legal rules, prizing, contest fulfillment)
- Compile materials for post-campaign client recap

QUALIFICATIONS:

- Bachelor's Degree, minimum 2 years' experience in media, marketing, advertising or related experience; or equivalent professional experience.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. The successful candidate must be able to work under high pressure and tight deadlines. They must be able to work closely with all ad sales, research, product, and tech business development staff, and manage multiple projects. They must be able to articulate the Interactive One Local vision and strategy.

Candidate must be extremely proficient in Microsoft Power Point, Microsoft Excel and Microsoft Word. Experience using Microsoft Teams is a plus. Should have extensive knowledge of digital media, advertising and copywriting. Understanding of basic graphic design skills and experience with Photoshop will be beneficial. Experience working Facebook Business Manager is a plus. Dedicated and driven work ethic, excellent writing skills, comfortable making presentations to all size groups (5-50).

Selection Criteria:

- Demonstrated ability to perform all related job functions.

- Either currently living in the market identified for his/her regional headquarters or willing to relocate there.
- Demonstrated ability to “evangelize” digital media advertising, marketing and sales.
- Strong digital marketing ideation skills.
- Proven ability of successfully handling digital pre-sales and post-sales processes as noted in the job description.
- Demonstrable characteristics of a self-starter including, but not limited to, being self-directed, taking initiative, being accountable, having problem-solving and decision-making skills and having the ability to operate with minimal supervision.

Tracking:

Added to System: **10/1/21 3:08 PM** ID: **3953**

Last Updated: **9/29/22 11:01 AM**

RadioONE 4 Help Logout

Requisitions **Candidates** Employees

Candidates: Integrated Campaign Manager

This list shows all the candidates that have applied or have been submitted for requisition 3953: Integrated Campaign Manager - [3953]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-17** of **17**

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	10/24/23 2:34 PM		Indeed.com	Hired	Not Minimally Qualified	Board Operator - [3678]		
[redacted]	1/30/23 11:06 AM		Company Website	Available	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	9/29/22 11:00 AM		Other (Please Specify)	Hired	Hired	Integrated Campaign Manager - ...		
[redacted]	9/12/22 2:07 PM		Company Website	NEW	NEW	Assistant Program Director/On-...		Phone Screen
[redacted]	4/12/22 3:21 PM		Employee Referral	Available	Not Minimally Qualified	Continuity Director - [1416]		
[redacted]	4/12/22 3:11 PM		LinkedIn	Available	Above Salary Range	Associate Director, Marketing ...		Phone Screen
[redacted]	3/30/22 2:59 PM		LinkedIn	In Process	Background Check	Integrated Campaign Manag...		Decision
[redacted]	3/9/22 4:46 PM		Employee Referral	Hired	NEW	Board Operator - [2183]		Phone Screen
[redacted]	1/21/22 3:01 PM		Employee Referral	Available	Not Minimally Qualified	Integrated Campaign Manag...		
[redacted]	1/20/22 3:04 PM		Company Website	Available	NEW	Director, Integrated Marketing...		Phone Screen
[redacted]	1/4/22 12:39 PM		LinkedIn	NEW	NEW	Board Operator - [3678]		Phone Screen
[redacted]	12/22/21 9:21 PM		LinkedIn	NEW	NEW	Integrated Campaign Manag...		Phone Screen
[redacted]	12/3/21 1:59 PM		Company Website	Available	Not Minimally Qualified	Account Executive (Indy TV...		
[redacted]	12/3/21 1:52 PM		LinkedIn	Available	Not Minimally Qualified	Integrated Campaign Manag...		
[redacted]	12/3/21 1:51 PM		Company Website	Available	Future Prospect	Integrated Campaign Manager - ...		Interviewing
[redacted]	11/5/21 3:07 PM		LinkedIn	NEW	NEW	Integrated Campaign Manager - ...		Phone Screen
[redacted]	10/18/21 1:58 PM		Company Website	NEW	NEW	Integrated Campaign Manager - ...		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-17** of **17**

Requisition: Online Editor - Indianapolis

Requisition Owner(s):

Requisition Owners: Trybula, Ashley
Moore, Kimberly
Witherspoon, Alicia
Omar, Wissam
Cottongim, Nick

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Online Editor - Indianapolis**	Job Code:	**3964**
Company:	**Radio One**	Hiring Manager:	**Noelle Ford**
Location:	**IN – Indianapolis**	EEO Job Category:	**(2) Professionals**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	**Exempt**
Department:	**Digital**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**12/1/22**
Opened Date:	**10/27/21**	Reason for Opening:	**Internal Transfer**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: **not applicable**

Non-Recoverable Draw

NRD Monthly Amount: **not applicable**
NRD Duration: **not applicable**

Replacement

Employee being replaced: [redacted]
Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification: JR Davis was promoted to Managing Editor for Reach Media Digital brands.

Approvals:

Requisition Approvers: **[1]** Levingston, Deon Status: **Approved**

Offer Approvers: **[1]** Brunswick, Greg

[2]	Kantor, David	Status: **Approved**	**[2]** Levingston, Deon
[3]	Cottongim, Nick		**[3]** Moore, Kimberly
[4]	Brunswick, Greg	Status: **Approved**	**[4]** Witherspoon, Alicia
[5]	Moore, Kimberly		

Active Hire Controls:

- ✔ Decrement Number of openings by 1
- ✔ E-Mail Non-Hired Candidates on 0 openings
- ✔ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Online Editor

The Online Editor facilitates the content objectives (i.e. developing and managing content) for Radio One's radio station websites in the Indianapolis, IN market. The position is responsible for increasing the sites' online traffic and engagement through the maintained programming of local, regional and national content, the management of internal and external content sources, implementation of various traffic driving products and by linking the stations' on-air and off-line marketing and promotional activities to the sites. The position leads the development of local traffic driving strategies and executes strategies developed at the national level.

KEY RESPONSIBILITIES:

- Reporting on, and engaging with, local Indianapolis and surrounding area events and activity
- Scoping, editing, and writing posts about news, celebrity, entertainment, and gossip collected from both the local and national level as well as aggregating content from internal and external sources
- Utilize experience and judgment to plan and accomplish goals through the development and implementation of local strategies.
- Working with and training radio personalities in the creation and maintenance of content.
- Working with the stations' Program Director, Operations Manager, and/or Marketing/Promotions leads to maintain the vision, voice and brand direction of the stations online
- Maintain and grow all digital platforms including station's social network accounts, SMS clubs, mobile streaming apps and newsletters
- Working with the Regional Online Editor and Director of Content to leverage national programming opportunities, tools and strategies

Necessary Qualities:

- You must have an abiding fascination with, and/or deep knowledge of, African-American music and culture
- You must be an absolute web junkie, familiar with all websites that cover African-American news, entertainment, celebrity, gossip and events
- Prefer you be fully knowledgeable of, and an active participant in, the local community, culture and events of **Indianapolis, IN.**
- You must be able to evangelize the website internally and externally and work as part of a team

- You must be enthusiastic and disciplined; a self-starter that can thrive in fast-paced environments with tight deadlines and aggressive performance targets
- Spanish-speaking is a plus but not required.

CRITICAL COMPETENCIES FOR SUCCESS:

- Of utmost importance to the Online Editor is web traffic primarily indicated by Unique Visitors (UVs) and Pageviews (PVs). Other performance metrics including time spent, bounce rates, and impressions will also be used.
- Ensuring compelling and up-to-date content is always available will be the Online Editor's best way of influencing these key performance indicators.
- 3 years of experience finding and producing editorial content online.
- Knows effective ways to distribute, promote and market your content over the web.
- Knowledge of how to publish to and maintain a site using a content management system (CMS), WordPress a plus
- Must know how to perform photo resizing and audio and video editing using programs including Adobe Photoshop, iMovie, and Sound Studio.
- Familiar with, and knows how to analyze metrics.
- Working knowledge of Search Engine Optimization (SEO) best practices.
- Social media optimization knowledge, specifically in regards to Twitter and Facebook.

COMPANY CORE VALUES:

- COMMUNITY: We embrace the entire iOne community, our audience, our employees and our clients
- INNOVATION: We consistently strive to innovate and act as trendsetters by creating unique user experiences, original content, products and solutions
- INTEGRITY: Integrity is the foundation of our business
- TEAMWORK: We move as ONE team toward the common goal
- OPENNESS: We understand that openness builds trust internally within our community and externally within our new urban audience.
- LEADERSHIP: We are all leaders, and we lead as we wish to be led

Tracking:

Added to System: **10/19/21 10:22 AM** ID: **3964**

Last Updated: **12/1/22 4:18 PM**

ONE 4 Help Logout

Requisitions **Candidates** Employees

Candidates: Online Editor - Indianapolis

This list shows all the candidates that have applied or have been submitted for requisition 3964: Online Editor - Indianapolis - [3964]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... **1-20** of **34**

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	12/4/23 1:31 PM		Employment Connection	Hired	Phone Screen	Announcer/Board Operator - [23...		Interviewing
	11/29/23 5:28 AM		Company Website	In Process	NEW	Announcer - [1418]		Phone Screen
	11/6/23 1:22 PM		Company Website	Available	NEW	Assistant Program Director/On-...		Phone Screen
	9/25/23 1:49 PM		American Women in Radio and Television	NEW	NEW	Board Operator/Producer - [427...		Phone Screen
	9/24/23 7:53 AM		Company Website	Available	NEW	Board Operator - [3971]		Phone Screen
	8/30/23 7:39 AM		Company Website	NEW	NEW	Board Operator - [4244]		Phone Screen
	6/30/23 9:45 AM		Company Website	Available	NEW	Account Executive (On-Goin...		Phone Screen
	4/11/23 3:12 PM		Company Website	Available	NEW	Online Editor - Indianapo...		Phone Screen
	1/30/23 11:06 AM		Company Website	Available	NEW	Account Executive (On-Goin...		Phone Screen
	1/25/23 2:07 PM		Indeed.com	In Process	Phone Screen	Board Operator - [3917]		Interviewing
	11/28/22 9:19 AM		Indeed.com	NEW	NEW	Digital Content Producer, Podc...		Phone Screen
	11/28/22 9:17 AM		Indeed.com	In Process	Offer Extended	Editor (Bilingual) - [...		Hired
	11/18/22 11:25 AM		Employee Referral	In Process	Interviewing	Digital Content Producer, Podc...		Background Check
	10/17/22 1:07 PM		Employee Referral	NEW	NEW	Online Editor - Indianapo...		Phone Screen
	8/31/22 10:57 PM		Indeed.com	NEW	NEW	Announcer/Board Operator - [36...		Phone Screen
	7/27/22 4:50 PM		Employee Referral	NEW	NEW	Online Editor - Indianapo...		Phone Screen
	7/18/22 6:37 AM		Other (Please Specify)	NEW	NEW	Assistant Program Director/On-...		Phone Screen
	7/6/22 7:30 PM		Company Website	NEW	NEW	Assistant Program Director/On-...		Phone Screen
	6/23/22 9:41 AM		Company Website	Available	NEW	Board Operator - [3885]		Phone Screen
	4/30/22 8:32 AM		Company Website	NEW	NEW	Board Operator - [3971]		Phone Screen

Send | e | Print Resume | Submit | More | Mark as... | Change Req-specific status to... **1-20** of **34**

Requisition: Senior Integrated Marketing Specialist - TV/LaGrande

Requisition Owner(s):

Requisition Owners:	Witherspoon, Alicia
	Brunswick, Greg
	Levingston, Deon
	Moore, Kimberly
	McNiece, Denene

Requisition Information:

Type of Request:	**Create New Position**	Status:	**Filled**
Title:	**Senior Integrated Marketing Specialist - TV/LaGrande**	Job Code:	**4120**
Company:	**Radio One**	Hiring Manager:	**Denene McNiece**
Location:	**IN – Indianapolis**	EEO Job Category:	**(4) Sales Workers**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	
Department:	**Sales and Marketing**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**7/15/22**
Opened Date:	**5/20/22**	Reason for Opening:	**New Position**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate:

Recommended Salary/Hourly Range

Salary/Rate from:

Salary/Rate to:

Standard Draw

SD Monthly Amount:

Non-Recoverable Draw

NRD Monthly Amount:

NRD Duration:

Replacement

Employee being replaced:

Compensation:

Employee Term/Trans Date:

Justification

Justification:

Approvals:

Requisition Approvers: **[1]** Brunswick, Greg Status: **Approved**

Offer Approvers: **[1]** Brunswick, Greg

[2]	Levingston, Deon	Status: **Approved**	**[2]** Levingston, Deon
[3]	Moore, Kimberly	Status: **Approved**	**[3]** Moore, Kimberly
[4]	Witherspoon, Alicia	Status: **Approved**	**[4]** Witherspoon, Alicia
[5]	Kantor, David	Status: **Approved**	

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Job Description

Position: Integrated Marketing Specialist **Reports To: Director of Sales**

Location: **Department: Sales**

FLSA: Exempt **Station:**

Mandate: To competently* and professionally* achieve budgeted revenue goals by establishing and fostering client and companion subsidiary relationships. Counsel clients, represent and sell Radio One and Interactive One local inventories (included but not limited to radio air time, live events, sponsorships and various digital inventories) with the intent to advance client objectives .

Main Responsibilities:

- Sales
- Interdepartmental Liaison
- Administration
- Self- Management
- Professional Development

Objectives (by Responsibility)

Sales

1. To be accountable for your performance as measured against specific budget goals.
2. Prospecting new target accounts. Developing, nurturing and converting target accounts to key accounts and super key accounts.
3. Utilize ideation skills to develop, present and execute integrated marketing campaigns across platforms to accomplish client return on investment:

- Terrestrial
- Digital
- Live events

1. Analyze research and present data relevant to achieving client return on investment.
2. Build trust and subscribe to the highest levels of personal integrity.
3. Must be regularly and customarily engaged at a client's place of business.

Interdepartmental Liaison

1. Foster cooperation between internal departments:

- Radio One divisions
- External clients

1. Ensure that effective interdepartmental communication occurs on an ongoing basis.
2. Work effectively in a team environment.

Administration

1. To ensure that all relevant paperwork as it applies to the overall job responsibility is submitted within the negotiated and requested timelines at all times. This includes:

- All the forms required within the Performance Standards.
- All the paperwork required by the Accounting Department.
- Keeping individual client files current.
- Keeping Accounts Receivables within expected standards.

1. To perform within the relevant department and interdepartmental policies and procedures on an ongoing basis.

1. Adhere to maintaining account management systems, updating data on a timely basis in Efficio.

Professional Development

1. To attend all relevant skill building workshops as requested.
2. To stay current with all relevant industry information as it applies to the overall job responsibility.
3. To drive your own Performance Appraisal every six months.

Qualifications

To perform this job successfully, an individual must be able to perform each main responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/ or Experience

Associate’s degree (A. A.) preferred. Two to three years of experience in business-to-business sales or accomplished in marketing and sales techniques, media sales, event sales or digital technology and related sales.

Certificates, Licenses, Registrations

Must have a valid driver's license and state mandated auto insurance. Reliable transportation and maintain an acceptable driving record.

Language Skills

Ability to read, analyzes, and interprets general business periodicals, professional journals, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively and persuasively present information and respond to questions from groups of managers, clients, customers, and the general public .

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variable in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to talk or hear.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

* Professionalism is described as being consistently appropriate in all situations and at all times.

*Competence is defined as using “effectiveness and efficiency” in equal measure at all times.

Tracking:

Added to System: **5/19/22 1:59 PM** ID: **4120**

Last Updated: **7/15/22 2:35 PM**

Candidates: Senior Integrated Marketing Specialist - TV/LaGrande

This list shows all the candidates that have applied or have been submitted for requisition 4120: Senior Integrated Marketing Specialist - TV/LaGrande - [4120]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-3** of **3**

	Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
☐	[redacted]	3/29/23 3:20 PM		Indeed.com	In Process	Future Prospect	Mixer - [3574]		Interviewing
☐	[redacted]	3/29/23 3:20 PM		Indeed.com	In Process	Future Prospect	Promotions Coordinator - [3138...		Interviewing
☐	[redacted]	5/25/22 12:59 PM		Employment Connection	Hired	Offer Extended	Account Executive - [1014]		Hired

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-3** of **3**

Requisition: Editor (Bilingual)

Requisition Owner(s):

Requisition Owners: Woods, David
Witherspoon, Alicia
Levingston, Deon
Brunswick, Greg
Moore, Kimberly

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Editor (Bilingual)**	Job Code:	**4155**
Company:	**Radio One**	Hiring Manager:	**David Woods**
Location:	**IN – Indianapolis**	EEO Job Category:	**(2) Professionals**
Station:	**Indianapolis – WDNI-TV – 19-32-8**	FLSA:	**Non-Exempt**
Department:	**Programming**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**10/18/22**
Opened Date:	**7/13/22**	Reason for Opening:	[redacted]

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: [redacted]
Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification:

Approvals:

Requisition Approvers: **[1]** Levingston, Deon Status: **Approved**

Offer Approvers: **[1]** Brunswick, Greg

[2]	Kantor, David	Status: **Approved**	**[2]**	Levingston, Deon
[3]	Brunswick, Greg	Status: **Approved**	**[3]**	Moore, Kimberly
[4]	Moore, Kimberly	Status: **Approved**	**[4]**	Witherspoon, Alicia
[5]	Witherspoon, Alicia	Status: **Approved**		

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Editor (TV)

Bilingual

Position: Editor (TV) **Reports To:** Senior Editor

Location: Indianapolis **Department:** Production

FLSA: Non-Exempt **Station:**

Mandate: To professionally* and competently* assist the Senior Editor in producing daily video programming that includes pre and post-production duties.

- Administration
- Self-Management
- Professional Development

Objectives (by Responsibility)

Administration

1. Proficiently operate studio/field camera.
2. Give studio floor direction.
3. Perform audio/video control room tasks.
4. Edit video and voice stories
5. Liaison with Senior Editor
6. Produce and direct field and studio productions

Self- Management

1. To ensure that appropriate Self-Management is exercised at all times, as it applies to the overall function and specifically as it relates to:

- Overall Professionalism
- Judgement
- Propriety
- Dress code (should be consistent with your job function, including appropriate grooming)
- Confidentiality (at all times)
- Managing Emotions (Emotional Maturity and control in all situations)
- Taking Initiative (may include taking risks)
- Being self-directed
- Accepting responsibility
- Being accountable
- Self-critiquing
- Accepting and growing with others Critique
- Being objective (issue relevant)
- Building and maintaining workable relationships
- Suspending judgment (when relevant)
- Not discriminating
- Being accepting rather than judgmental (when appropriate)
- Allowing others their feelings
- Extending common courtesies
- Behaving out of a sense of urgency (when appropriate)
- Striving for Balance
- Appropriately delegating
- Evolving self-awareness
- Problem Solving and Decision Making (within scope of the function)

Professional Development

1. To attend all relevant skill building workshops as requested.

2. To stay current with all relevant industry information as it applies to the overall job responsibility.
3. To drive your own Performance Appraisal every six months.

Qualifications

To perform this job successfully, an individual must be able to perform each main responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/ or Experience

High School diploma or general education degree (GED); one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Must be fluent in Spanish and English. Must have the ability to read and comprehend simple instructions, short correspondence and memos in English and Spanish.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but involved written and oral instructions.

Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Ability to operate television studio cameras/lighting and associated equipment, video production switcher, chyron graphics, audio-processing equipment(digital or analog) and a computer for controlling video automation system and general office functionality. Experience with New Tek Tricaster, PowerPoint, Adobe creative suite (Premier Pro, Photoshop, After Effects and Audition) is a plus.

Physical Demands

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Professionalism is described as being consistently appropriate in all situations and at all times.

*Competence is defined as using “effectiveness and efficiency” in equal measure at all times.

Tracking:

Added to System: **7/5/22 3:41 PM** ID: **4155**

Last Updated: **1/10/23 4:39 PM**

Candidates: Editor (Bilingual)

This list shows all the candidates that have applied or have been submitted for requisition 4155: Editor (Bilingual) - [4155]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 1-16 of 16

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	12/14/23 10:47 AM		LinkedIn	Available	Future Prospect	Editor (Bilingual) - [...		Interviewing
[redacted]	12/14/23 10:41 AM		Company Website	Available	Not Minimally Qualified	Editor (Bilingual)...		
[redacted]	12/14/23 10:40 AM		Indeed.com	Available	Not Minimally Qualified	Editor (Bilingual)...		
[redacted]	12/14/23 10:39 AM		Indeed.com	Available	Not Minimally Qualified	Editor (Bilingual)...		
[redacted]	10/24/23 2:34 PM		Indeed.com	Hired	NEW	Board Operator - [3678]		Phone Screen
[redacted]	1/30/23 11:06 AM		Company Website	Available	NEW	Account Executive (On-Goin...		Phone Screen
[redacted]	11/28/22 9:19 AM		Indeed.com	NEW	NEW	Digital Content Producer, Podc...		Phone Screen
[redacted]	11/28/22 9:17 AM		Indeed.com	In Process	NEW	Editor (Bilingual) - [...		Phone Screen
[redacted]	10/21/22 9:32 AM		Company Website	Available	Not Minimally Qualified	Assistant Program Director/On-...		
[redacted]	10/18/22 9:40 AM		Indeed.com	Hired	Hired	Editor (Bilingual)...		
[redacted]	9/9/22 1:02 PM		Indeed.com	NEW	NEW	Editor (Bilingual)...		Phone Screen
[redacted]	9/8/22 8:45 PM		Charlotte Area Fund	NEW	NEW	Editor (Bilingual)...		Phone Screen
[redacted]	8/24/22 3:52 PM		Indeed.com	NEW	NEW	Editor (Bilingual) - [...		Phone Screen
[redacted]	7/17/22 3:45 PM		Indeed.com	NEW	NEW	Editor (Bilingual)...		Phone Screen
[redacted]	7/14/22 11:20 AM		Indeed.com	NEW	NEW	Editor (Bilingual)...		Phone Screen
[redacted]	7/13/22 8:52 PM		Indeed.com	NEW	NEW	Editor (Bilingual)...		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 1-16 of 16

Requisition: Integrated Marketing Specialist

Requisition Owner(s):

Requisition Owners: Geiger, Andrea
Levingston, Deon
McNiece, Denene
Brunswick, Greg
Moore, Kimberly
Mulzer, Jen
Kiefer, Michele
Conner, James

Requisition Information:

Type of Request:	**Create New Position**	Status:	**Filled**
Title:	**Integrated Marketing Specialist**	Job Code:	**4198**
Company:	**Radio One**	Hiring Manager:	**Andrea Geiger**
Location:	**IN – Indianapolis**	EEO Job Category:	**(4) Sales Workers**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	**Exempt**
Department:	**Sales and Marketing**	# of Openings:	**2**
Employment Status:	**Full Time**	Filled Date:	**10/28/23**
Opened Date:	**8/16/22**	Reason for Opening:	**New Position**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: **NA**
Compensation: **NA**
Employee Term/Trans Date: **8/12/22**

Justification

Justification:

Approvals:

Requisition Approvers:	**[1]**	Brunswick, Greg	Status: **Approved**	Offer Approvers:	**[1]**	McNiece, Denene
	[2]	Levingston, Deon	Status: **Approved**		**[2]**	Brunswick, Greg
	[3]	Kantor, David	Status: **Approved**		**[3]**	Moore, Kimberly
	[4]	Moore, Kimberly	Status: **Approved**		**[4]**	Witherspoon, Alicia
	[5]	Witherspoon, Alicia	Status: **Approved**			

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Urban One Indianapolis is currently seeking an **Integrated Marketing Specialist** with experience delivering new clients and high sales volumes consistently, maintaining strong client relationships and a demonstrated track record of selling integrated advertising and marketing programs to sell at the legendary, Hispanic media brands Telemundo Indy and La Grande.

This role will join our Indianapolis team of **Integrated Marketing Specialists** and have the opportunity to sell for all of Radio One media brands with primary focus on our Hispanic radio and TV networks **.** We are interested in talented individuals who want to grow with our brands and top-performing sales professionals with a successful history of closing integrated marketing programs.

OVERVIEW:

The Integrated Marketing Specialist will be responsible for identifying and developing new digital business for all of our brands using our complete and robust suite of digital products. Additionally, they will sell major event sponsorships and on-air sponsorships on terrestrial radio signals and state-wide news network. This position will require the ability to sell marketing programs from a diverse list of clients that include but are not limited to entertainment, consumer packaged goods, automotive, spirits, home improvement, and financial sectors. They will also respond to digital RFP's, create PowerPoint presentations and work with our internal Digital and Client Success Services teams.

The **Integrated Marketing Specialist** must be a highly motivated, self-driven sales professional. Successful candidates must have a solid consultative sales background with an exceptional customer relationship focus, who will thrive in a high-performance environment, possess a true passion for developing new business, and have a resilient entrepreneurial attitude.

The Integrated Marketing Specialist position does require being Bilingual in English/Spanish to better serve our local Hispanic business/community partnerships and audience/community members.

ESSENTIAL RESPONSIBILITIES:

• Generate and develop digital revenue and consistently meet and exceed revenue targets

• Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.

• Navigate to the decision-maker, assess and uncover the greatest needs and budget resources.

• Exercise a detailed knowledge of all digital ad products and track their performance and effectiveness against various marketing goals for clients.

• Consistently exceed annual new business development goal and growth target

• Initiate sales process by prospecting new sources of business, schedule appointments, and making presentations.

• Maintain and consistently develop business prospects

• Build diverse client portfolios by crafting strategic solutions around the owned and operated brands unique digital products and services; thoroughly understand our competitive situations and position in today's marketplace

• Communicate with other departments to assure quality service for all clients.

• Discuss payment terms with all clients after closing any deal.

• Attend sales staff meetings and actively participates in training sessions, attend station events as needed.

• Other duties assigned as needed

KNOWLEDGE/SKILLS/ABILITIES:

• Bilingual in English/Spanish

• Established relationships with relevant clients and community partnerships, as well as a strong understanding level of comfort presenting in a corporate setting with decision makers.

• Strong communicator with excellent presentation skills and an ability to concisely communicate, both in writing and verbally, complex concepts to clients and management.

• Other duties assigned as needed

Preferred Qualifications:

• BA Degree in Broadcasting/Journalism, Communications, Marketing or a related field; knowledge and/or experience in a radio/TV, and/or agency environment is strongly preferred

• Multi-cultural marketing/communications experience a plus

• Proven track record of closing large, custom, multi-media/platform deals

• Strong understanding of marketing and how various media work together to create results for an advertiser

Mandatory Vaccination Requirement

Urban One, Inc. and its divisions (collectively “Urban One” or the “Company”) have implemented a mandatory vaccination policy pursuant to which all employees must be fully vaccinated as a condition of employment to safeguard their health and well-being, as well as that of their coworkers, families, and the community at large, from the risks associated with COVID-19. Candidates should be aware that new employees will be required to be vaccinated by their start date, meaning they have received all of the recommended doses for either one dose or two-dose COVID-19 vaccine, and provide proof of vaccination status (e.g. CDC COVID-19 Vaccination Record Card), which will be kept confidential. Urban One is an equal opportunity employer and will provide reasonable accommodation to those who are unable to be vaccinated due to a sincerely held religious belief or a medical disability where it does not pose an undue hardship on the Company to do so as provided under federal, state, and local law.

Urban One presence is felt. From lyrical Hip Hop and rhythmic R&B to soul-stirring Gospel, provocative Talk/News and even Sports, Radio One is where urban listeners turn for entertainment, inspiration and information. Our listeners trust us. We’ve proven to be a community partner; always providing a mic to amplify the voice of Black America. Our communities know our over 150 on-air talents not just as voices, but faces they see in the community engaging in the issues that impact Urban America.

As leaders in mainstream urban, urban AC, and inspirational music with the top talent in syndicated radio programing; Reach Media reaches nearly ninety percent of Black America. African Americans trust media that speaks in their own voices two times more than mainstream media. Reach Media has established itself as a home for programs where trusted voices attract listeners and create an ideal environment for interaction with advertisers. We pride ourselves on our fast-paced and fun environment and on getting measurable results for our client partners.

For more information about Urban One , visit our website at www.urban1.com

URBAN ONE IS AN EQUAL OPPORTUNITY EMPLOYER

Tracking:

Added to System: **8/12/22 11:24 AM** ID: **4198**

Last Updated: **10/28/23 5:29 AM**

Candidates: Integrated Marketing Specialist

This list shows all the candidates that have applied or have been submitted for requisition 4198: Integrated Marketing Specialist - [4198]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 1-20 of 22

Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
[redacted]	11/14/23 1:09 PM		Company Website	Available	NEW	Integrated Marketing Specialis...		Phone Screen
[redacted]	11/8/23 9:21 PM		Company Website	NEW	NEW	Integrated Marketing Specialis...		Phone Screen
[redacted]	9/22/23 6:04 AM		Indeed.com	Available	NEW	Board Operator - [4270]		Phone Screen
[redacted]	9/20/23 3:15 PM		Company Website	NEW	NEW	Integrated Marketing Specialis...		Phone Screen
[redacted]	9/13/23 4:47 PM		Indeed.com	NEW	NEW	Integrated Marketing Spec...		Phone Screen
[redacted]	9/8/23 11:56 AM		Employee Referral	In Process	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	6/30/23 9:45 AM		Company Website	Available	Out of state	Account Executive (On-Goin...		Interviewing
[redacted]	6/13/23 1:25 PM		Other (Please Specify)	NEW	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	5/25/23 3:20 PM		Company Website	In Process	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	5/11/23 4:28 PM		Employment Connection	In Process	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	4/18/23 2:02 AM		Indeed.com	NEW	NEW	Integrated Marketing Specialis...		Phone Screen
[redacted]	4/14/23 6:27 PM		Company Website	In Process	NEW	Account Executive (Sales&#...		Phone Screen
[redacted]	3/29/23 3:28 PM		Indeed.com	Available	Future Prospect	Integrated Marketing Spec...		Interviewing
[redacted]	3/29/23 3:25 PM		Company Website	Available	Rejected	Account Executive (Sales&#...		
[redacted]	3/20/23 12:57 PM		Indeed.com	NEW	NEW	Integrated Marketing Spec...		Phone Screen
[redacted]	1/30/23 11:07 AM		Indianapolis Urban League, Inc.	Available	Not Minimally Qualified	Board Operator/On-Air Talent -...		
[redacted]	1/30/23 11:06 AM		Company Website	Available	Out of state	Account Executive (On-Goin...		Interviewing
[redacted]	1/10/23 10:38 AM		LinkedIn	NEW	NEW	Integrated Marketing Spec...		Phone Screen
[redacted]	12/20/22 9:52 AM		Indeed.com	Hired	Phone Screen	Account Executive (Indy TV...		Interviewing
[redacted]	11/28/22 8:52 AM		Indeed.com	Candidate Withdraw	Candidate Withdraw	Integrated Marketing Spec...		

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | 1-20 of 22

Requisition: Traffic Director

Requisition Owner(s):

Requisition Owners: Palmer, Jerry
Brunswick, Greg
Revels, Dorothea
Moore, Kimberly
Witherspoon, Alicia

Requisition Information:

Type of Request:	**Create New Position**	Status:	**Filled**
Title:	**Traffic Director**	Job Code:	**4205**
Company:	**Radio One**	Hiring Manager:	**Dorothea Revels**
Location:	**IN – Indianapolis**	EEO Job Category:	
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	**Exempt**
Department:	**Finance**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**10/19/22**
Opened Date:	**8/25/22**	Reason for Opening:	**New Position**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: **New Position**
Compensation: **N/A**
Employee Term/Trans Date: **8/23/22**

Justification

Justification: New position to support four new stations from Emmis acquisition

Approvals:

Requisition Approvers: **[1]** Brunswick, Greg Status: **Approved**
Offer Approvers: **[1]** Brunswick, Greg

[2]	Levingston, Deon	Status: **Approved**	**[2]**	Isaksen, Joseph
[3]	Isaksen, Joseph	Status: **Approved**	**[3]**	Moore, Kimberly
[4]	Kantor, David	Status: **Approved**	**[4]**	Witherspoon, Alicia
[5]	Moore, Kimberly	Status: **Approved**		
[6]	Witherspoon, Alicia	Status: **Approved**		

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Traffic Director

Manage station logs for commercial, programming and promotional content. Supervise Traffic Managers and Continuity Directors.

Qualifications:

- Minimum 3 to 5 years relevant experience and/or training, or equivalent combination of experience and training.
- Minimum two year's Associate's degree or equivalent.

Skills

- Highly computer proficient
- Knowledge of traffic principles and practices
- Display problem solving, multi-tasking and prioritization skills
- Capable of handling pressures and adhering to deadlines
- Effectively communicate with others
- Interact well with management, staff, clients
- Demonstrate attention to accuracy and detail
- Ability to manage others

Responsibilities:

- Prepare logs using Wide Orbit System, including creation, scheduling, processing , contract generation and submission to Programming
- Monitor competitive codes, rates, spot rotations, available inventory and schedule commercials accordingly
- Reconcile post-logs for approval and posting to boardfile; research and report discrepancies for follow up
- Merge music logs
- Produce, edit and advise on "time-sold" and pre-emption reports in order to maximize inventory; post inventory to other systems as required
- Analyze daily bump commercial report and distribute relevant information to affected departments for follow up

- Review on-air time sales, promotion and programming and news orders and/or public service announcements to verify accuracy and completeness
- Review sponsor requests for specific dates, times of announcements; recommend alternate dates, times and input information to update log
- Liaison with other departments, i.e. Accounting, Sales, Programming, Production, Promotions etc. as required
- Develop and distribute reports to requesting departments
- Facilitate distribution of broadcast confirmations to Sales and clients
- Prepare and circulate network affidavits
- Build hourly clocks as required
- Maintain logs and records retention
- Assist with scheduling of Emergency Alert Systems (EAS) tests for compliance with FCC regulations
- Ensure satisfactory audits and SOX 404 compliance for areas of responsibility
- Back up Traffic Manager and Continuity Director as required
- Directly supervise employees, including hiring, training, coaching, developing ;planning, assigning, and directing work; evaluating and appraising performance; administering merits, rewarding and disciplining; addressing complaints and resolving problems
- Perform other duties as assigned

Systems

- Knowledge of traffic, digital media, CRM (client relationship manager, e.g. Efficio) and Office Products (e.g. SharePoint) systems.

Tracking:

Added to System: **8/23/22 1:41 PM** ID: **4205**

Last Updated: **10/19/22 3:38 PM**

ONE 4 Help Logout

Requisitions **Candidates** Employees

Candidates: Traffic Director

This list shows all the candidates that have applied or have been submitted for requisition 4205: Traffic Director - [4205]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to...

1-4 of **4**

	Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
☐	[redacted]	11/2/23 5:36 PM		Indeed.com	Available	Candidate Withdraw	Account Executive (Indy TV...		
☐	[redacted]	8/24/23 6:49 PM		TV One Employee Referral	In Process	NEW	Continuity Director - [4288]		Phone Screen
☐	[redacted]	10/19/22 3:37 PM		Company Website	Hired	Hired	Traffic Director - [4205]		
☐	[redacted]	10/11/22 9:57 AM		Company Website	In Process	NEW	Continuity Director - [4204]		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to...

1-4 of **4**

Requisition: Sales Assistant

Requisition Owner(s):

Requisition Owners: Geiger, Andrea
Levingston, Deon
McNiece, Denene
Witherspoon, Alicia
Moore, Kimberly

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Sales Assistant**	Job Code:	**4206**
Company:	**Radio One**	Hiring Manager:	**Denene McNiece**
Location:	**IN – Indianapolis**	EEO Job Category:	**(4) Sales Workers**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	**Non-Exempt**
Department:	**Sales and Marketing**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**10/18/22**
Opened Date:	**8/25/22**	Reason for Opening:	**Internal Transfer**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: [redacted]
Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification: promoted to digital department

Approvals:

Requisition Approvers: **[1]** McNiece, Denene Status: **Approved**

Offer Approvers: **[1]** Brunswick, Greg

[2]	Brunswick, Greg	Status: **Approved**	**[2]**	Moore, Kimberly
[3]	Levingston, Deon	Status: **Approved**	**[3]**	Witherspoon, Alicia
[4]	Kantor, David	Status: **Approved**		
[5]	Witherspoon, Alicia	Status: **Approved**		

Active Hire Controls:

- ✔ Decrement Number of openings by 1
- ✔ E-Mail Non-Hired Candidates on 0 openings
- ✔ Change Status of Posting on 0 openings

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Sales Project Coordinator

To competently* and professionally* assist the Sales Department, and where applicable meet the expressed needs of existing and potential clients. The Sales Project Coordinator will be responsible for working closely with Account Managers to assist with account management, client requests, creating and revising sales orders and data entry. The ideal candidate will have a strong attention to detail, excellent organizational and time management skills and problem solving abilities. This will be done while staying within the negotiated job responsibilities at all times.

Qualifications:

- Some college preferred, but not required
- Six months to one year related experience and/or training
- Computer literate. Ability to use standard office equipment (i.e., computer, copier, scanner)
- Profiency in Microsoft Office Suite, including PowerPoint presentations and Excel
- Experience using CRM software
- Attention to details
- Knowledge of digital and social media platforms
- Ability to travel to local clients' facilities and promotional events

Main Responsibilities:

- Sales Representative Assistance
- Sales Management Assistance
- Interdepartmental Liaison
- Administration
- Self-Management
- Professional Development

Objectives (by Responsibility):

Sales Representative Assistance

1. To assist, support and co-ordinate the ongoing needs of the Sales team. This includes:

- Preparing presentations and client recaps
- Entering Sales order and Production orders accurately as needed
- Preparing letters
- Assisting the National Sales Assistant as needed
- Strong customer service skills

Sales Management Assistance

1. To assist the Sales Manager in supporting the Sales Team on an ongoing basis. This includes:

- Preparing meeting agendas as required
- Taking notes at meetings and distributing same when relevant
- Preparing, coordinating, distributing and maintaining sales kits
- Pulling sales reports as needed
- Co-coordinating with other departments as directed by the Sales Managers

Interdepartmental Liaison

1. To ensure that all relevant information is submitted to all relevant parties and departments within the requested and negotiated timelines on an ongoing basis. This includes:

- Traffic Department
- Promotion, Production and programming requests
- Management

2. To ensure that effective interdepartmental communication occurs on an ongoing basis.

Administration

1. To ensure that all relevant paperwork as it applies to the overall job responsibility is submitted within the negotiated and requested timelines at all times. This includes:

- All the paperwork required by Sales and Sales Management
- All the paperwork required by the Accounting, Traffic and Promotion Departments
- Keeping Master Client List updated

2. To perform within the relevant department and interdepartmental policies and procedures on an ongoing basis.

Self- Management

1. To ensure that appropriate Self-Management is exercised at all times and the ability to self audit, as it applies to the overall function and specifically as it relates to:

- Overall Professionalism
- Judgement
- Propriety
- Dress code (should be consistent with your job function, includes appropriate grooming)
- Confidentiality (at all times)
- Managing Emotions (Emotional Maturity and control in all situations)
- Taking Initiative (may include taking risks)
- Being self-directed
- Accepting responsibility
- Being accountable
- Self-critiquing
- Accepting and growing with others Critique
- Being objective (issue relevant)
- Building and maintaining workable relationships
- Suspending judgment (when relevant)
- Not discriminating
- Being accepting rather than judgmental (when appropriate)
- Allowing others their feelings
- Extending common courtesies
- Behaving out of a sense of urgency (when appropriate)
- Striving for Balance
- Appropriately delegating
- Evolving self-awareness
- Problem Solving and Decision Making (within scope of the function)

Professional Development

1. To attend all relevant skill building workshops as requested.
2. To stay current with all relevant industry information as it applies to the overall job responsibility.
3. To drive your own Performance Appraisal every thirty days.

*Competence is defined as using "effectiveness and efficiency" in equal measure at all times

*Professionalism is described as being consistently appropriate in all situations and at all times

Tracking:

Added to System: **8/23/22 2:07 PM** ID: **4206**

Last Updated: **10/18/22 9:25 AM**

RADIO ONE 4 Help Logout

Requisitions **Candidates** Employees

Candidates: Sales Assistant

This list shows all the candidates that have applied or have been submitted for requisition 4206: Sales Assistant - [4206]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-5** of **5**

	Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
☐	[redacted]	8/30/23 7:36 AM		Company Website	Available	Not Minimally Qualified	Promotions Coordinator - [4097...		
☐	[redacted]	5/2/23 9:34 AM		Company Website	In Process	NEW	Account Executive (Sales&#...		Phone Screen
☐	[redacted]	3/29/23 3:40 PM		Company Website	Available	Above Salary Range	Sales Assistant - [4206]		Phone Screen
☐	[redacted]	10/18/22 9:24 AM		Employee Referral	Hired	Hired	Promotions Coordinator - [4097...		
☐	[redacted]	9/8/22 9:10 AM		Company Website	Available	NEW	Board Operator - [4077]		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to... | **1-5** of **5**

Requisition: Sales Associate

Requisition Owner(s):

Requisition Owners: Geiger, Andrea
McNiece, Denene
Witherspoon, Alicia
Moore, Kimberly

Requisition Information:

Type of Request:	**Replacement Hire**	Status:	**Filled**
Title:	**Sales Associate**	Job Code:	**4210**
Company:	**Radio One**	Hiring Manager:	**Andrea Geiger**
Location:	**IN – Indianapolis**	EEO Job Category:	**(2) Professionals**
Station:	**Indianapolis – Non-Station – 19-99**	FLSA:	**Non-Exempt**
Department:	**Sales and Marketing**	# of Openings:	**1**
Employment Status:	**Full Time**	Filled Date:	**10/18/22**
Opened Date:	**8/31/22**	Reason for Opening:	**Resignation**

Compensation

Budgeted Salary/Hourly Rate

Budgeted Salary/Rate: [redacted]

Recommended Salary/Hourly Range

Salary/Rate from: [redacted]
Salary/Rate to: [redacted]

Standard Draw

SD Monthly Amount: [redacted]

Non-Recoverable Draw

NRD Monthly Amount: [redacted]
NRD Duration: [redacted]

Replacement

Employee being replaced: [redacted]
Compensation: [redacted]

Employee Term/Trans Date: [redacted]

Justification

Justification: 100% Commission Position to handle church and block programming on the churches

Approvals:

Requisition Approvers:	**[1]**	McNiece, Denene	Status: **Approved**	Offer Approvers:	**[1]**	Levingston, Deon
	[2]	Brunswick, Greg	Status: **Approved**		**[2]**	Brunswick, Greg

[3]	Levingston, Deon	Status: **Approved**	**[3]**	Moore, Kimberly
[4]	Kantor, David	Status: **Approved**	**[4]**	Witherspoon, Alicia
[5]	Moore, Kimberly	Status: **Approved**		
[6]	Witherspoon, Alicia	Status: **Approved**		

Requisition Posters:

Posted To: Not currently posted.

Job Description:

Description:

Sales Associate

The Sales Associate will learn and develop a working knowledge of the sales functions within the department, to competently and professionally develop, solicit and successfully secure business for the company by proactively meeting all the expressed needs of existing and potential clients, to provide support and assistance to existing account executives to better learn the functions of the position, to develop and execute new sales ideas with the guidance of sales management. These will be accomplished while staying within the defined needs of the targeted audience and negotiated job responsibilities and appropriately representing the company's strategic direction and outcomes.

Qualifications:

- Associate's degree (A. A.) or equivalent from two-year college;
- Six months to one year related experience and/or training; or equivalent combination of education and experience.

Responsibilities:

- Sales Training and Prospecting
- Interdepartmental Liaison
- Administration
- Self- Management
- Professional Development

OBJECTIVES (by Responsibility):

Governing Statement: All the following objectives will be performed at the highest level of professionalism (consistently appropriate) and competence (equal measures of effectiveness and efficiency) at all times.

Sales Training and Prospecting:

1. To perform all of the required activities to develop competence and knowledge of the sales function, the Company, and the market.

- Attend assigned training activities and demonstrate competence in the assigned topics including but not limited to: on the job training, 3R Selling and individual training regarding 3R follow up, company and station overviews, competitive analysis, etc.
- Attend all sales meetings and other sales training offering
- Remotes: Work at least one promotional event per week for various stations and write promotional recaps
- Attend special events and networking functions as assigned

2. To develop sales prospecting and client management skills

- Prospect for firms that fit the ideal customer profile
- Create/set appointments for Account Executives

Interdepartmental Liaison:

1. To ensure that all relevant information is submitted to all relevant parties and departments within the requested and negotiated timelines on an ongoing basis. This includes:

- Traffic Department
- Promotion, Production and Programming
- Management

2. To ensure that effective interdepartmental communication occurs on an ongoing basis.

Administration:

1. To ensure that all relevant paperwork as it applies to the overall job responsibility is submitted within the negotiated and requested timelines at all times. This includes:

- All the paperwork required by sales and sales management
- All the paperwork required by the Traffic and Accounting Departments
- Keeping individual client files current

2. To perform within the relevant department and interdepartmental policies and procedures on an ongoing basis.

3. Work with assigned Sales Mentor to develop working knowledge of the administration related aspects of the sales function. This includes:

- Entering sales orders
- Researching and assisting with special projects
- Assisting with campaign planning forms and promotional recaps, etc.

- Overall Professionalism
- Judgment
- Being objective (issue relevant)

- Propriety
- Dress code (should be consistent with your job function, including appropriate grooming)
- Confidentiality (at all times)
- Managing Emotions (Emotional Maturity and control in all situations)
- Taking Initiative (may include taking risks)
- Being self-directed
- Accepting responsibility
- Being accountable
- Self-critiquing
- Accepting and growing with others Critique
- Building and maintaining workable relationships
- Suspending judgment (when relevant)
- Not discriminating
- Being accepting rather than judgmental (when appropriate)
- Allowing others their feelings
- Extending common courtesies
- Behaving out of a sense of urgency (when appropriate)
- Striving for Balance
- Appropriately delegating
- Evolving self-awareness
- Problem Solving and Decision Making (within scope of the function)

Professional Development

1. To stay current with all relevant industry information as it applies to the overall job responsibilities. This includes:
    - Staying in touch with film, television, major culture events, sports, music etc.
    - Having current knowledge of issues relevant to listening area.
    - An awareness of major news headlines.
    - Staying current with trends and issues as they relate to our target audience.
2. To attend all skill building workshops as required.
3. To drive your own Performance Appraisal every six months.

*Professionalism is described as being consistently appropriate in all situations and at all times

*Competence is defined as using "effectiveness and efficiency" in equal measure at all times

Tracking:

Added to System: **8/30/22 4:29 PM** ID: **4210**

Last Updated: **10/18/22 9:28 AM**

4 Help Logout

Requisitions **Candidates** Employees

Candidates: Sales Associate

This list shows all the candidates that have applied or have been submitted for requisition 4210: Sales Associate - [4210]

Search these Candidates

All Candidates | New | Phone Screen | More

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to...

1-6 of **6**

	Name	Last Updated	Resume	Source	Main status	Req. Based Status	Requisitions	Req Rank	Next Steps (Req)
☐	[redacted]	8/30/23 7:39 AM		Company Website	NEW	NEW	Promotions Assistant - [4096]		Phone Screen
☐	[redacted]	8/30/23 7:37 AM		Company Website	NEW	NEW	Promotions Assistant - [4096]		Phone Screen
☐	[redacted]	10/18/22 9:28 AM		Company Website	Hired	Hired	Sales Associate - [4210]		
☐	[redacted]	9/28/22 12:05 PM		Company Website	NEW	NEW	Sales Associate - [4210]		Phone Screen
☐	[redacted]	9/8/22 9:10 AM		Company Website	Available	NEW	Board Operator - [4077]		Phone Screen
☐	[redacted]	9/1/22 11:03 AM			NEW	NEW	Sales Associate - [4210]		Phone Screen

Send Email | View Resume | Print Resume | Submit | More | Mark as... | Change Req-specific status to...

1-6 of **6**

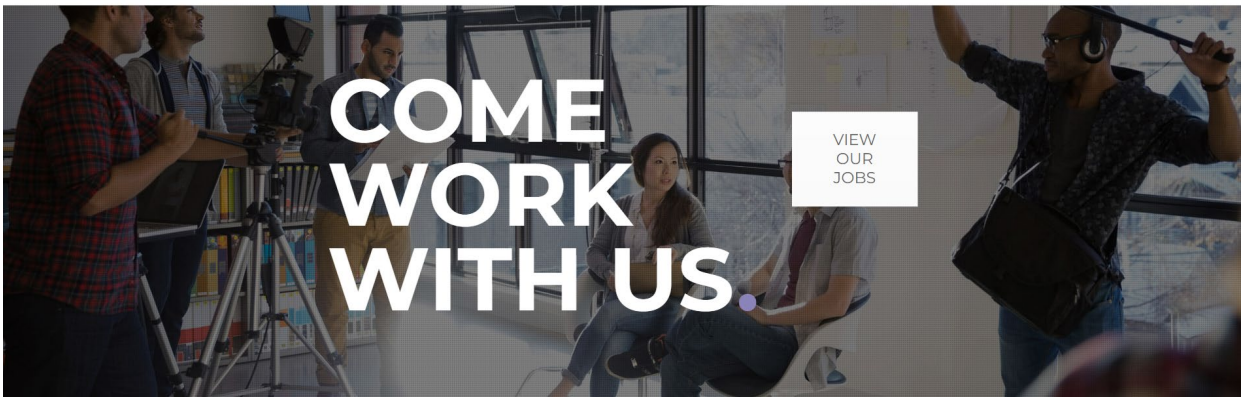
Sample of emails sent to the recruitment source list during the audit period

From: Alycia Witherspoon
To: Alycia Witherspoon
Bcc: Alycia Witherspoon; Kimberly Moore; Monica McNair; Sonya Hall-Harris; National@aaja.org; cfannin@womenscentertc.org; clee@sharesinc.org; hegicalendar@smu.edu; cornelius.booker@wrksolutions.com; dowens@cul.org; mfscjobs@gmail.com; jconerly@jubileejobs.org; ksimmons@indplsul.org; janatra@beonair.com; info@womcom.org; ccnmainfo@ccnma.org; bcrmail@aol.com; nabobinfo@nabob.org; support@mpnmail.com; jobboard@nlgja.org; dowens@cul.org; nclegion@nc.rr.com; robinbailey@ucsep.org; info@allwomeninmedia.org; native@unl.edu; vfuchs@waystationinc.org
Subject: Job Opportunities with Urban One!
Date: Wednesday, May 11, 2022 11:43:17 AM
Attachments: image001.png

Hi,

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.

URBAN ONE



Best,

Alycia Witherspoon
Recruiting & People Services Partner
O:301.429.3276
1010 Wayne Avenue 14th Floor, Silver Spring, Maryland 20910

URBAN ONE
TV ONE RADIO ONE
REACH MEDIA ONE DIGITAL ONE SOLUTION

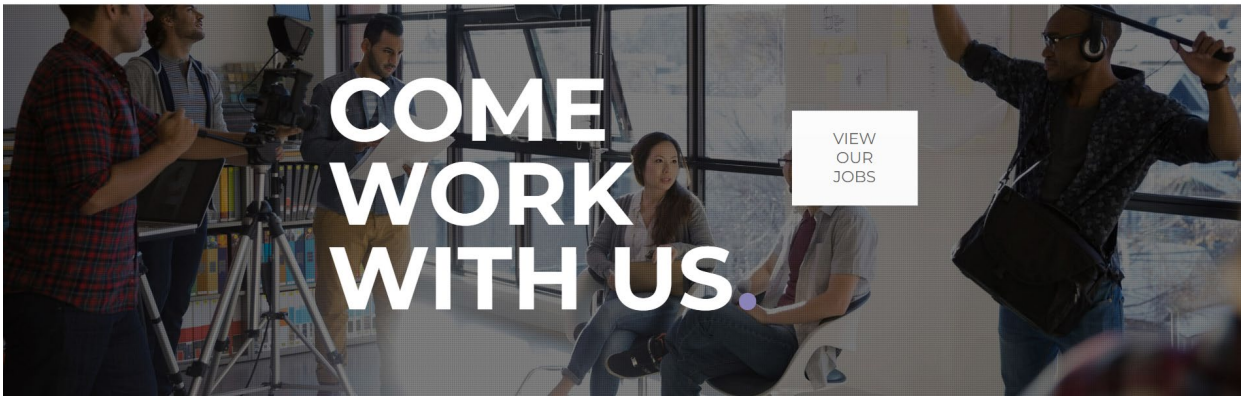
Sample of emails sent to the recruitment source list during the audit period

From: Alycia Witherspoon
Bcc: Alycia Witherspoon; Kimberly Moore; Sonya Hall-Harris; National@aaja.org; cfannin@womenscentertc.org; clee@sharesinc.org; hegicalendar@smu.edu; cornelius.booker@wrksolutions.com; dowens@cul.org; mfscjobs@gmail.com; jconerly@jubileejobs.org; ksimmons@indplsul.org; janatra@beonair.com; info@womcom.org; ccnmainfo@ccnma.org; bcrmail@aol.com; nabobinfo@nabob.org; support@mpnmail.com; jobboard@nlgja.org; dowens@cul.org; nclegion@nc.rr.com; robinbailey@ucsep.org; info@allwomeninmedia.org; native@unl.edu; vfuchs@waystationinc.org
Subject: Job Opportunities with Urban One!
Date: Monday, September 26, 2022 11:42:05 AM
Attachments: image001.png

Greetings,

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.

URBAN ONE



Best,

Alycia Witherspoon
Recruiting & People Services Partner
O:301.429.3276
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910

URBAN ONE
TV ONE RADIO ONE
REACH MEDIA ONE DIGITAL ONE SOLUTION

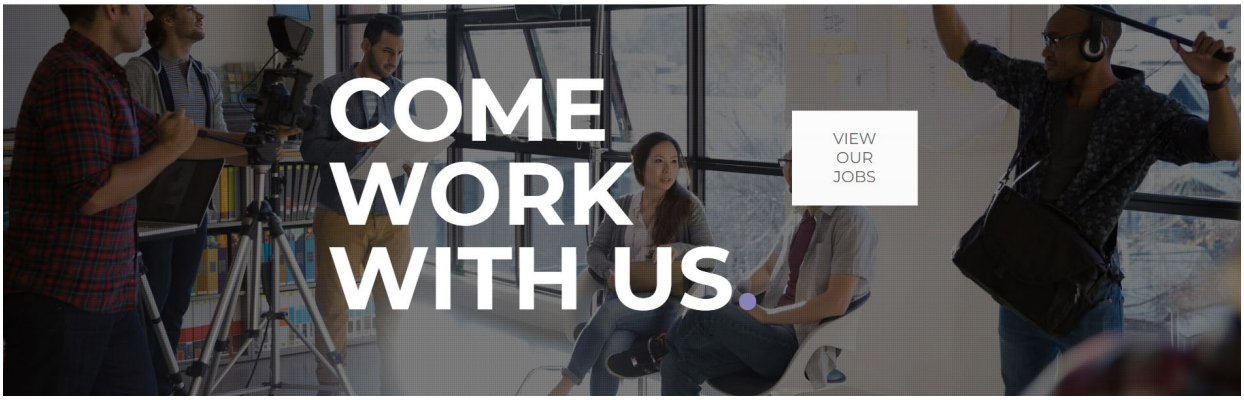
Sample of emails sent to the recruitment source list during the audit period

From: Alycia Witherspoon
Bcc: Alycia Witherspoon; Kimberly Moore; Sonya Hall-Harris; National@aaja.org; cfannin@womenscentertc.org; clee@sharesinc.org; hegicalendar@smu.edu; cornelius.booker@wrksolutions.com; dowens@cul.org; mfscjobs@gmail.com; jconerly@jubileejobs.org; ksimmons@indplsul.org; janatra@beonair.com; info@womcom.org; ccnmainfo@ccnma.org; bcrmail@aol.com; nabobinfo@nabob.org; support@mpnmail.com; jobboard@nlgja.org; dowens@cul.org; nclegion@nc.rr.com; robinbailey@ucsep.org; info@allwomeninmedia.org; native@unl.edu; vfuchs@waystationinc.org
Subject: Job Opportunities with Urban One!
Date: Tuesday, November 15, 2022 9:37:24 AM
Attachments: image001.png

Greetings,

Urban One prides itself on the diversity of our workplace and is continuously seeking to recruit individuals who will enhance our company. One way we are able to achieve this is by providing notices of job opportunities to organizations such as yours. The image below is a link to our open job opportunities.

URBAN ONE



Best,

Alycia Witherspoon
Rec & People Services Partner
O:301.429.3276
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910

URBAN ONE
TV ONE RADIO ONE
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BACK

JOB LISTINGS

If you have questions, please email careers@urban1.com

ALL JOBS (155) | RADIO ONE JOBS (115) | IONE DIGITAL JOBS (40) | TVONE JOBS

-- OUR MARKETS --

ATLANTA JOBS (4) | BALTIMORE JOBS (12) | CHARLOTTE JOBS (9) | CHICAGO JOBS (0)
CINCINNATI JOBS (8) | CLEVELAND JOBS (6) | COLUMBUS JOBS (13) | DALLAS JOBS (11)
DETROIT JOBS (2) | HOUSTON JOBS (11) | INDIANAPOLIS JOBS (16) | LOS ANGELES JOBS (0)
PHILADELPHIA JOBS (5) | NEW YORK JOBS (25) | RALEIGH JOBS (9) | RICHMOND JOBS (9)
ST. LOUIS JOBS (0) | SILVER SPRING JOBS (6) | WASHINGTON JOBS (9)

SENIOR INTEGRATED MARKETING SPECIALIST - TV/LAGRANDE

IN – Indianapolis | Sales and Marketing

Wed, 25 May 2022 16:49:28 GMT | Radio One Job Feed

ASSISTANT PROGRAM DIRECTOR/ON-AIR TALENT

IN – Indianapolis | Programming

Wed, 18 May 2022 16:16:31 GMT | Radio One Job Feed

PROMOTIONS ASSISTANT

IN – Indianapolis | Promotions

Tue, 03 May 2022 16:47:47 GMT | Radio One Job Feed

PROMOTIONS COORDINATOR

IN – Indianapolis | Promotions

Tue, 03 May 2022 16:47:16 GMT | Radio One Job Feed

BOARD OPERATOR

IN – Indianapolis | Programming

Tue, 26 Apr 2022 13:59:53 GMT | Radio One Job Feed

ONLINE EDITOR - INDIANAPOLIS

IN – Indianapolis | Digital

Mon, 28 Nov 2022 18:27:30 GMT | Radio One Job Feed

PROMOTIONS DIRECTOR (BILINGUAL)

IN – Indianapolis | Marketing and Communications

Fri, 25 Nov 2022 23:04:38 GMT | Radio One Job Feed

INTEGRATED MARKETING SPECIALIST

IN – Indianapolis | Sales and Marketing

Fri, 25 Nov 2022 22:26:13 GMT | Radio One Job Feed

BOARD OPERATOR/PRODUCER

IN – Indianapolis | Programming

Tue, 08 Nov 2022 15:10:11 GMT | Radio One Job Feed

BOARD OPERATOR

IN – Indianapolis | Programming

Mon, 07 Nov 2022 15:40:00 GMT | Radio One Job Feed

BOARD OPERATOR

IN – Indianapolis | Programming

Mon, 31 Oct 2022 17:56:23 GMT | Radio One Job Feed

SALES ASSISTANT

IN – Indianapolis | Sales and Marketing

Tue, 25 Oct 2022 18:15:51 GMT | Radio One Job Feed

Integrated Marketing Specialist

Location: **IN – Indianapolis**

Description

Urban One Indianapolis is currently seeking an **Integrated Marketing Specialist** with experience delivering new clients and high sales volumes consistently, maintaining strong client relationships and a demonstrated track record of selling integrated advertising and marketing programs to sell at the legendary, Hispanic media brands Telemundo Indy and La Grande.

This role will join our Indianapolis team of **Integrated Marketing Specialists** and have the opportunity to sell for all of Radio One media brands with primary focus on our Hispanic radio and TV networks **.** We are interested in talented individuals who want to grow with our brands and top-performing sales professionals with a successful history of closing integrated marketing programs.

OVERVIEW:
The Integrated Marketing Specialist will be responsible for identifying and developing new digital business for all of our brands using our complete and robust suite of digital products. Additionally, they will sell major event sponsorships and on-air sponsorships on terrestrial radio signals and state-wide news network. This position will require the ability to sell marketing programs from a diverse list of clients that include but are not limited to entertainment, consumer packaged goods, automotive, spirits, home improvement, and financial sectors. They will also respond to digital RFP's, create PowerPoint presentations and work with our internal Digital and Client Success Services teams.

The **Integrated Marketing Specialist** must be a highly motivated, self-driven sales professional. Successful candidates must have a solid consultative sales background with an exceptional customer relationship focus, who will thrive in a high-performance environment, possess a true passion for developing new business, and have a resilient entrepreneurial attitude.

The Integrated Marketing Specialist position does require being Bilingual in English/Spanish to better serve our local Hispanic business/community partnerships and audience/community members.

ESSENTIAL RESPONSIBILITIES:
• Generate and develop digital revenue and consistently meet and exceed revenue targets
• Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
• Navigate to the decision-maker, assess and uncover the greatest needs and budget resources.
• Exercise a detailed knowledge of all digital ad products and track their performance and effectiveness against various marketing goals for clients.
• Consistently exceed annual new business development goal and growth target
• Initiate sales process by prospecting new sources of business, schedule appointments, and making presentations.
• Maintain and consistently develop business prospects
• Build diverse client portfolios by crafting strategic solutions around the owned and operated brands unique digital products and services; thoroughly understand our competitive situations and position in today's marketplace
• Communicate with other departments to assure quality service for all clients.

• Discuss payment terms with all clients after closing any deal.
• Attend sales staff meetings and actively participates in training sessions, attend station events as needed.
• Other duties assigned as needed

KNOWLEDGE/SKILLS/ABILITIES:
• Bilingual in English/Spanish
• Established relationships with relevant clients and community partnerships, as well as a strong understanding level of comfort presenting in a corporate setting with decision makers.
• Strong communicator with excellent presentation skills and an ability to concisely communicate, both in writing and verbally, complex concepts to clients and management.
• Other duties assigned as needed

Preferred Qualifications:
• BA Degree in Broadcasting/Journalism, Communications, Marketing or a related field; knowledge and/or experience in a radio/TV, and/or agency environment is strongly preferred
• Multi-cultural marketing/communications experience a plus
• Proven track record of closing large, custom, multi-media/platform deals
• Strong understanding of marketing and how various media work together to create results for an advertiser

Mandatory Vaccination Requirement

Urban One, Inc. and its divisions (collectively "Urban One" or the "Company") have implemented a mandatory vaccination policy pursuant to which all employees must be fully vaccinated as a condition of employment to safeguard their health and well-being, as well as that of their coworkers, families, and the community at large, from the risks associated with COVID-19. Candidates should be aware that new employees will be required to be vaccinated by their start date, meaning they have received all of the recommended doses for either one dose or two-dose COVID-19 vaccine, and provide proof of vaccination status (e.g. CDC COVID-19 Vaccination Record Card), which will be kept confidential. Urban One is an equal opportunity employer and will provide reasonable accommodation to those who are unable to be vaccinated due to a sincerely held religious belief or a medical disability where it does not pose an undue hardship on the Company to do so as provided under federal, state, and local law.

Urban One presence is felt. From lyrical Hip Hop and rhythmic R&B to soul-stirring Gospel, provocative Talk/News and even Sports, Radio One is where urban listeners turn for entertainment, inspiration and information. Our listeners trust us. We've proven to be a community partner; always providing a mic to amplify the voice of Black America. Our communities know our over 150 on-air talents not just as voices, but faces they see in the community engaging in the issues that impact Urban America.

As leaders in mainstream urban, urban AC, and inspirational music with the top talent in syndicated radio programing; Reach Media reaches nearly ninety percent of Black America. African Americans trust media that speaks in their own voices two times more than mainstream media. Reach Media has established itself as a home for programs where trusted voices attract listeners and create an ideal environment for interaction with advertisers. We pride ourselves on our fast-paced and fun environment and on getting measurable results for our client partners.

For more information about Urban One , visit our website at www.urban1.com

URBAN ONE IS AN EQUAL OPPORTUNITY EMPLOYER

Mandatory Vaccination Requirement:

Urban One, Inc. and its divisions (collectively "Urban One" or the "Company") have implemented a mandatory vaccination policy pursuant to which all employees must be fully vaccinated as a condition of employment to safeguard their health and well-being, as well as that of their families and the community at large, from the risks associated with COVID-19. Candidates should be aware that new employees will be required to be vaccinated by their start date, meaning they have received all of the recommended doses for either a one dose or two dose COVID-19 vaccine, and provide proof of vaccination status, which will be kept confidential. Urban One is an equal opportunity employer, and will provide a reasonable accommodation to those who are unable to be vaccinated due to a sincerely-held religious belief or a medical disability where it does not pose an undue hardship on the Company to do so as provided under federal, state, and local law.

We are an Equal Opportunity Employer

Apply for this Position

Send to a Friend

Are you a returning applicant?

Previous Applicants:

Email:

Password:

Add to My Jobs

If you do not remember your password click here.

Back to Search Results

New Search

powered by Taleo

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(b)(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 vacanciesfilled during the period covered by the above-noted EEO Public File Reports.

For the total number of interviewees, see the EEO Public File Reports attached at (b)(i) above.

(b)(v) Dated documentation demonstrating performance 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.

See attached.

The Unit currently has 208 full-time employees and operates in a market with a population size of more than 250,000. Accordingly, the Unit is required to perform four points worth of initiative activities within a two-year period.

[redacted]

From: Monica McNair <mmcnair@urban1.com>
Sent: Monday, March 14, 2022 3:25 PM
To: Sonya Hall-Harris; David Outen; Caitlin Gleed; Karyn D. Jefferson; Hisham El Mawan; Moronke Bolutayo; Kristopher Simpson; Laura O'Daly; Zohar Shlush-Reyna; Corinne Kirkland-Mercedes; Jolaade Aboaba; Lakeisha Wells; Luvie Raines; Greg Strickland; John Soller; Timothy P. Davies; Veda Howard; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Marsha Landess; Shavonne Smith; Kimberly Moore; Alycia Witherspoon; Shondra Brookins; Sharon Alston; Artis Johnson; Sophia Jean-Baptiste; Amy Bert; Khindra Decossard; Valarie Green; Tamara Barros
Cc: David Kantor; Karen Wishart
Subject: Action Required: Urban One Equal Employment Opportunity (EEO) Training

All:

Urban One is committed to ensuring that every market complies with the FCC's EEO rules and regulations. On Wednesday, March 23, 2022, at 3pm ET, Urban One's Legal Department is hosting a virtual (1) one-hour mandatory training: **Equal Employment Opportunity ("EEO") Training.**

If you are receiving this message, you have been identified to attend this virtual training. The link will take you to the live training on the 23rd.
https://event.on24.com/wcc/r/3683385/579FF660DC65D9C31E459355D77EAD5F

This training will review the FCC's EEO rules on recruitment, recordkeeping and reporting. The training qualifies for 1 of 2 recruitment initiative points required annually.

If you are unable to join the training at this time, a recording will be made available at a later date by Legal. At least one manager from each market must attend either the live training or recorded training.

If you have questions regarding this training, please contact Sonya Harris in the Legal department directly at sharris@urban1.com.

Monica McNair
HR Business Partner, Human Resources
[redacted]

[redacted]

From: Tamara Barros <tbarros@urban1.com>
Sent: Wednesday, February 9, 2022 5:45 PM
To: Afrika Perry; Afrika Perry; Afrika Perry; Karl Goehring; Howard Mazer; Keller Wynder; Karen Jackson; David Willner; Jack McCarty; Reggie Baker; Haz Matthews; Doug Fairbanks; Ed Montgomery; Steve Lilly; David Ainslie; Terra Foye; Kashon Powell; Mike DePolo; Phil Woods; Vic Jester; Jerry Palmer; Kenny Kixx; Theresa Clements; JoEllen Embry; Kimberly Kyle; John Soller; Dorothea Revels; LaToya Broadie; Bob Hill; Ezio Torres; Terry Foxx; Haig Meguerditchian; Vernon Kelson; Don Juan; Colby Colb; BSwift; Rochelle Brand; Erwin Hill; Marsha Landess; David Woods; Wendy Gerst; Valarie Green; Barbara Wilson; A-Plus; Dennis Richardson; Brandi Lee; Kelton Bivins; Lynette Harrison; Carolyn Martin; Greg Strickland; Arletta McKoy; Wendy Wilson; Joe Isaksen; Eric Baker; Kristopher Simpson; Gary Zocolo; Leslie Berry; Tamara Barros; Fred Jones; Timothy P. Davies; Elisabeth Logan; Mathew Myers; Jeff Havis; Karen Vaughn; Paris Nicole; Sandie Funches; Sam Stiers; Cathy Winchester; Andrea Geiger; Monique Hudson; Cynthia Schools; Tami Honesty; J. Cook; Rob Mueller; Eddie Harrell Jr.; Maurice Potts; Daphne Johnson; Julie Fernandez; Dwayne Whitaker; Diane Battle; Brittney Jackson; Errol Dengler; Amy Kirberger; Kenneth Applewhite; Denzel Brand; Laura Clark; Troy Bryant; Martiea Anderson; Daniel Abercrombie; Robert Rhodes; Ernest Fears; Jerome Ford; Sean Sams; Damien Sweet; Edward Yearwood; Robert Holmcrans; Pam McKay; Lolita Smith; Terrence Myles; Angel Wright; Divine Martino; Bibi Toosi; Brandeis Hall; Mosetta Palmer; David Motta; Tony Spinelli; Jon Round; Luis Arzu; Baby J; Brian Samborski; Bill Wheatley; Mike Schaefer; Billy Black; Jerome Massey; Liz Park; Devin Steel; Roger Moorman; Colin Hoggard; Traci West; Adriana Cosby; Rachel Shaw
Subject: 2021 Workplace Harassment Prevention Training - Supplemental Materials
Attachments: Non-State Specific Supervisor Training Handouts.pdf; NY CA IL Supervisor Training Handouts.pdf; SexHarass_Factsheet-English.pdf; SexHarass_Notice-8.5x14.pdf; SexualHarassmentFactSheet_ENG.pdf; Radio - Anti Harassment Policy.pdf

Dear attendee:

Thank you for attending the (live/recorded) non-state specific, New York, or California and Illinois 2021 Workplace Harassment Prevention training for supervisory personnel. Attached please find the presentation slides from the training session(s) for your reference as needed, as well as a copy of Radio One's policy addressing discrimination, harassment and retaliation.

As a reminder, Urban One is committed to providing a diverse workplace in which there is respect, dignity, empathy, compassion and tolerance by all employees. In accordance with Urban One's written policies governing discrimination and harassment, including sexual harassment, we encourage employees to report concerns about such behavior, as well as bullying, or any other perceived misconduct, to their immediate supervisor, Department Head, Human Resources representative, or Urban One's Executive and Chief Administrative Officer, Karen Wishart. Employees may also, anonymously, report any concerns through Urban One's Compliance hotline at 1-866-384-4277 or www.urban1.ethicspoint.com.

Remember, the commitment to a harassment free workplace is everyone's collective and individual responsibility.

Best regards,

Human Resources Department

Amanda King

From: Sonya Hall-Harris
Sent: Thursday, March 30, 2023 2:41 PM
To: David Outen; Hisham El Mawan; Amanda King; Kristopher Simpson; Laura O'Daly; Corinne Kirkland-Mercedes; Luvie Raines; Greg Strickland; Stewart, Joan; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Joe Scavetta; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Chanel Ricks; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Kimberly Moore; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith; Gabrielle Cotman; Kamilah A. Jordan; Shondra Brookins; Sharon Alston; Artis Johnson; Valarie Green; David Kantor; Karen Wishart; Damien Alexander; Stephanie Epps; Amy Bert; Sophia Jean-Baptiste; Mike Schaefer; Andrea Geiger; James Conner; Michele Kiefer; Gregory Brunswick; Tim Hall; Wissam Omar; Wayne Jones; Brooke Klag; David Woods; Don Stevenson; Dorothea Revels; Samuel Tatum
Cc: Angel Wright; Denene McNiece; Brandeis Hall; Mosetta Palmer; Mitch Galvin; Josh Rahmani
Subject: RE: Today's EEO Training at 2P ET - Urban One Equal Employment Opportunity (EEO) Training

See the survey link below:

https://s.alchemer.com/s3/95ed1ada752f

Sonya Hall-Harris
Senior Corporate Paralegal
O:301.429.4634 C:301.266.8476
1010 Wayne Avenue 14th Floor, Silver Spring, MD 20910

-----Original Appointment-----
From: Sonya Hall-Harris
Sent: Thursday, March 30, 2023 10:12 AM
To: David Outen; Hisham El Mawan; Amanda King; Kristopher Simpson; Laura O'Daly; Corinne Kirkland-Mercedes; Luvie Raines; Greg Strickland; Stewart, Joan; John Soller; Timothy P. Davies; Veda Howard; Howard Mazer; Keller Wynder; David Willner; Eddie Harrell Jr.; Joe Scavetta; Pippa Carter; Daniel Abercrombie; Janelle B. Sowder; Kimberly Kyle; Monica Martin; Marsha Landess; Catrina Wiles; Tami Honesty; Jamie Goodspeed; Chanel Ricks; Jeffrey Wilson; Ralph Harmon; Pam McKay; Lorraine Dees; Deon Levingston; Kimberly Moore; Bethlene Helm-Gaddie; Ezio Torres; Anthony Sellers; Gary Weiss; Keith Isley; Shavonne Smith; Gabrielle Cotman; Kamilah A. Jordan; Shondra Brookins; Sharon Alston; Artis Johnson; Valarie Green; David Kantor; Karen Wishart; Damien Alexander; Stephanie Epps; Amy Bert; Sophia Jean-Baptiste; Mike Schaefer; Andrea Geiger; James Conner; Michele Kiefer; Gregory Brunswick; Tim Hall; Wissam Omar; Wayne Jones; Brooke Klag; David Woods; Don Stevenson; Dorothea Revels; Samuel Tatum

Cc: Angel Wright; Denene McNiece; Brandeis Hall; Mosetta Palmer; Mitch Galvin; Josh Rahmani
Subject: Reminder of Today's EEO Training at 2P ET - Urban One Equal Employment Opportunity (EEO) Training
When: Thursday, March 30, 2023 2:00 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).
Where: See link below

All:
Urban One is committed to ensuring that every market complies with the FCC's EEO rules and regulations. Today at 2pm ET, Urban One's Legal Department is hosting its Annual virtual (1) one-hour mandatory training: Equal Employment Opportunity ("EEO") Training. This training will review the FCC's EEO rules on recruitment, recordkeeping and reporting.

If you are receiving this message, you have been identified to attend this virtual training. The link will take you to the live training.

https://event.on24.com/wcc/r/4153373/7E7EFAC98169A939CFBB71171887B857

At least one manager from each market must attend either the live or recorded training.

If you have questions regarding this training, please contact Sonya Harris in the Legal department directly at sharris@urban1.com.

See presentation attachments below.

<< File: EEO Webinar for Radio One Stations March 2023.pdf >> << File: Recruitment Initiatives Chart.pdf >>

CERTIFICATE OF PARTICIPATION ~ 2021 BROADCASTERS FALL CAREER FAIR

***This will certify that WHHH-FM*, Community of License, Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Tuesday, October 26, 2021 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 5th day of November, 2021.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2021 BROADCASTERS FALL CAREER FAIR

***This will certify that WTLC-FM*, Community of License, Greenwood, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;

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By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2021 BROADCASTERS FALL CAREER FAIR

***This will certify that WNOW*, Community of License, Speedway, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Tuesday, October 26, 2021 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 5th day of November, 2021.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2021 BROADCASTERS FALL CAREER FAIR

***This will certify that WDNI-CD*, Community of License, Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;

- Attending the Broadcasters Career/Internship Fair, Tuesday, October 26, 2021 working in the booth collecting resumes and interviewing qualified candidates.

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By: Dave Arland, Executive Director
Indiana Broadcasters Association

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Indiana Broadcasters Association

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Indiana Broadcasters Association

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This certificate of participation awarded this 5th day of November, 2021.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WTLC-FM*, Community of License, Greenwood, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Saturday, March 26, 2022 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 28th day of March, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WHHH-FM*, Community of License, Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Saturday, March 26, 2022 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 28th day of March, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

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By: Dave Arland, Executive Director
Indiana Broadcasters Association

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Successfully participated in the Broadcasters Career/Internship Fair by:

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By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WNOW-HD3,* Community of License, Speedway, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Saturday, March 26, 2022 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 28th day of March, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WDNI-TV,* Community of License, Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Saturday, March 26, 2022 working in the booth collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 28th day of March, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

Amanda King

From: David Gray
Sent: Thursday, December 14, 2023 8:57 AM
To: Amanda King
Subject: FW: [EXTERNAL] UIndy Comm. Fair

David Gray
Promotions Director
Radio One Indianapolis
O:317.221.0927
21 E. St. Joseph St., Indianapolis, In 46204

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From: Tremayne Horne [mailto:hornet@uindy.edu]
Sent: Wednesday, April 13, 2022 4:18 PM
To: David Gray <dgray@radio-one.com>
Subject: [EXTERNAL] UIndy Comm. Fair

Hello David,

Thank you so much for joining us today at the UIndy Communication Career Fair.
I hope our students demonstrated the leadership qualities and skills that you are looking for.

As one of the career coaches that works with our students; we look to continue learning about what you need and how we can support you.

If you could please let me know your thoughts on today that would be great.

Also, if there are ever opportunities that you would like for me to share with students please let me know. Lastly, we have many events and opportunities throughout the year that I would love to invite you to.

Please stay in touch.

Thank you,

Tremayne Horne

Assistant Director

Arts, Nonprofit Management, Criminal Justice

and Office of Inclusion & Equity Partner

Professional Edge Center

University of Indianapolis

[redacted]

Professional Edge Resource Library

"Helping UIndy's Greyhounds Gain a Professional Edge"

The Professional Edge Center empowers students to become confident, competitive, and career ready. We proactively and strategically equip, expose, and encourage students to define and achieve their first destination goals. Our commitment to students extends from registration to graduation and beyond.

THURSDAY, JULY 14, 2022 @ MADAM WALKER THEATRE

617 INDIANAN AVENUE IN DOWNTOWN INDY

SEEKING POTENTIAL EMPLOYEES

WITH OPEN POSITIONS TO FILL

106.7 WTLC Indy's R&B Leader

The Light AM 1310 92.7 FM 95.1 FM

RADIO NOW 100.9

HOT 96.3 ALL HIP HOP AND R&B

[PRESENTED BY NextLevel Jobs INDIANA]

10 AM - 4 PM

MARION COUNTY SHERIFF'S DEPARTMENT INDIANA

U.S.ARM

MADAM WALKER LEGACY CENTER

INDIANA BROADCASTERS ASSOCIATION

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WDNI-TV* Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;

- Attending the Broadcasters Career/Internship Fair, Monday, October 3, 2022 working in the booth, collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WHHH-FM* Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;

- Attending the Broadcasters Career/Internship Fair, Monday, October 3, 2022 working in the booth, collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WYXB-FM* Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;

- Attending the Broadcasters Career/Internship Fair, Monday, October 3, 2022 working in the booth, collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

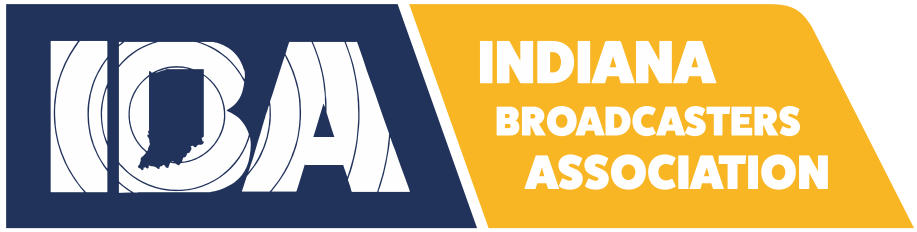
This will certify that WLHK-FM **Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
- Attending the Broadcasters Career/Internship Fair, Monday, October 3, 2022 working in the booth, collecting resumes and interviewing qualified candidates.

This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association



CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

This will certify that WTCL-AM **Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
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This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

This will certify that WTCL-FM **Community of License , Indianapolis, Indiana**

Successfully participated in the Broadcasters Career/Internship Fair by:

- Contributing a specified amount for booth rental for the Broadcasters Career/Internship Fair;
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By: Dave Arland, Executive Director
Indiana Broadcasters Association

CERTIFICATE OF PARTICIPATION ~ 2022 BROADCASTERS FALL CAREER FAIR

***This will certify that WYXB-FM* Community of License , Indianapolis, Indiana**

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This certificate of participation awarded this 10th day of October, 2022.

By: Dave Arland, Executive Director
Indiana Broadcasters Association

2023

IVY TECH & RADIO ONE

CAREER & COMMUNITY RESOURCE FAIR

WEDNESDAY, MARCH 29TH

11AM - 2PM

IVY TECH CULINARY AND CONFERENCE CENTER

2820 N MERIDIAN ST

INDIANAPOLIS, IN 46208

IVY TECH COMMUNITY COLLEGE

Country 97.1 HANK FM | HOT 100.9 | B 105.7 | 106.7 WTLC Indy's R&B Leader

In-Demand Jobs ↕ On-Site Hiring ↕ In-Person Interviews

Interview Prep ↕ Resume Help ↕ Major Companies In Attendance

WIBC INDY'S NEWS CENTER 93.1FM | 93.5 the fan 107.5 | The Light AM 1310 92.7FM 95.1FM | LA GRANDE 105.1 MÁS MÚSICA Y MÁS VARIEDAD | T19 TELEMUNDO INDY

(b)(vi) Any pending or resolved complaints involving the Unit filed during the Unit's current license term(s) before anybody 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.

None.

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

Enforcement of the Unit's EEO policies is the collective responsibility of the Unit's General Manager, Urban One's Corporate Human Resources Department, and Urban One's Legal Department, each of which has assumed an active role in ensuring and policing the Unit's compliance with the letter and spirit of Company EEO policies and the Commission's EEO rules for broadcast stations. Collectively, the three levels of management ensure the Unit's compliance. For example, the General Manager of the Unit is responsible for contacting and collaborating with recruitment sources and conducting non-vacancy specific outreach efforts. The Corporate Human Resources Department, in consultation with the Unit, assists with broader outreach efforts, and assists in the preparation and maintenance necessary to document compliance with the FCC EEO rules. In addition, there is an EEO point of contact assigned to each market who coordinates with the Legal Department to ensure that the market is supplying the information necessary to meet EEO compliance needs. The Legal Department conducts follow up training with all EEO point of contact staff. In addition, Corporate Human Resources participates in job-specific recruitment tasks for full-time openings, including reviewing and approving the Unit's request for new employees and assisting local managers with the selection process and the eventual hire of new employees. Finally, Urban One's Legal Department oversees the Unit's compliance with the FCC EEO rules by monitoring and periodically assessing the Unit's EEO program and the success of its outreach program.

Pursuant to § 73.2080(b), the Unit uses a variety of methods to inform employees and job applicants of its EEO policies. Employees are provided copies of Company EEO and nondiscrimination policies, and they also receive periodic training and education regarding same. Job applicants are informed of the Unit's EEO policy on job applications, electronic bulletin boards and postings and other communications that identify the Unit as an equal opportunity employer.

(***b)(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 effortsto analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.***

Consistent with the Commission's rules, the Unit collaborates with the Corporate Human Resources Department and Urban One's Legal Department periodically to analyze the effectiveness of its EEO recruitment program. The Corporate Human Resources Department and Urban One Legal Department coordinates on a periodic basis to evaluate and discuss recruitment initiatives and EEO compliance. Additionally, during the relevant period, the Company used its Taleo System, an automated database that permits the Unit to track applicants, identify referral sources, and communicate information about the Unit's EEO policies and practices. In an effort to improve the recruitment tracking process, Urban One is transitioning to a more efficient platform that the Company believes will help advance EEO recruitment efforts and provide the necessary data to meet compliance needs. The Unit also continues to regularly notify referral and other recruitment sources about job vacancies through emails and postings on various job websites.

The Corporate Human Resources Department periodically coordinates with the Urban One Legal Department and the Unit to ensure the effective use of local recruitment sources. Additionally, during the relevant period, the Corporate Human Resources Department and the Urban One Legal Department held an FCC EEO training on March 30, 2023.

Finally, Urban One relies on in-house attorneys who specialize in employment law to ensure the Company's compliance with applicable employment laws. The Company frequently reviews its policies and procedures to determine the effectiveness of its EEO compliance efforts.

(b)(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 complies with applicable federal, state, and local laws regarding pay, benefits, seniority practices, promotions, and selection techniques and tests, and regularly reviews and updates such processes to ensure that the Unit consistently promotes equal opportunity and nondiscrimination in its hiring, promotion, retention, and compensation policies and practices. In particular, the Corporate Human Resources Department periodically conducts employee compensation analyses and also performs reviews of benefit and promotions. From time to time, and on an ongoing basis, The Corporate Human Resources Department also reviews and evaluates hiring and promotion policies, employment notifications, and job applications to ensure compliance with applicable EEO laws.

The Unit is not subject to a collective bargaining agreement or other agreement with a union.