

**BROADCAST EMPLOYMENT UNIT
RECRUITMENT INITIATIVES CHECKLIST**

Station(s): KOZI-FM, AM KZAL-FM
(list all that are included within Employment Unit)

Community(ies) of License: Chelan, WA

Date of Annual Report: 9/21/2020 - 9/20/2021
(enter the anniversary of the date the renewal application must be filed, which is four months prior to expiration of license)

No. of Full-time Employees:²
 5 - 10 / More than 10 _____
(check the number that applies)

In a two-year period an Employment Unit with more than 10 full-time employees must engage in at least four of the initiatives or events listed below. If the Employment Unit has 5 - 10 full-time employees or is located in a smaller market, it must engage in at least two of the listed initiatives or events.³ The period begins on the date the stations within the Employment Unit must file their license renewal applications, and the 2nd, 4th, and 6th anniversaries thereof. Each year, on the anniversary date, an Employment Unit must list and briefly describe the initiatives undertaken in the past year, place that list in the local public inspection file of each station within the Employment Unit, and post that list on the station's web site if it has one.

In the preceding year, the Employment Unit has engaged in (check all that apply and identify station personnel involved by title):

Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.

- 1) _____
(Date/Location/Event)
- 2) _____
(Date/Location/Event)
- 3) _____
(Date/Location/Event)
- 4) _____
(Date/Location/Event)

Hosted at least one **job fair**.

- 1) _____
(Date/Location/Event)

² An employee with 50% or more ownership, or employees with 20% or more ownership where there is no owner with 50% or more ownership, are not regarded as employees.

³ A "smaller market" is a metropolitan area with a population of fewer than 250,000, and any area outside all metropolitan areas as defined by the Office of Management & Budget.

Co-sponsored at least one **job fair** with organizations in the business and professional community whose membership includes substantial participation by women and minorities.

1) _____
(Date/Location/Event)

Participated in at least 4 **events** sponsored by **organizations** representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.

1) 10/20/20 Virtual Career Expo
(Date/Location/Event)
2) 6/23/21 Comm Job Fair @ Convention Ctr
(Date/Location/Event)
3) _____
(Date/Location/Event)
4) _____
(Date/Location/Event)

Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.

Describe:

Participated in **job banks, internet programs**, and other programs designed to promote outreach generally (*i.e.*, that are not primarily directed to providing notification of specific job vacancies).

Describe:

Participated in **scholarship** programs designed to assist students interested in pursuing a career in broadcasting.

Describe:

Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Describe:

Established a **mentoring** program for station personnel.

Describe:

Participated in at least 4 **events** or **programs** sponsored by **educational** institutions relating to career opportunities in broadcasting.

1) _____
(Date/Location/Event)
2) _____
(Date/Location/Event)
3) _____
(Date/Location/Event)
4) _____
(Date/Location/Event)

Sponsored at least 2 **events** in the **community** designed to inform and educate the public as to employment opportunities in broadcasting.

- 1) _____
(Date/Location/Event)
- 2) _____
(Date/Location/Event)

Listed each **upper-level** category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

Identify job banks/newsletters

Provided **assistance** to unaffiliated non-profit entities in **maintaining web sites** that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting.

Describe:

Provided **training to management level personnel** on methods of ensuring equal employment opportunity and prevent discrimination.

Describe:

Provided **training** to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions.

Describe:

Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Describe:

RECRUITING SOURCES USED

Use Separate Sheet for Each Opening

Job Title of Position: _____ Date of Hire: _____ Page ___ of ___

List all recruiting sources utilized to fill the vacancy (*e.g.*, employment advertisements in print media, educational institutions, minority and/or women’s organizations, community groups, job fairs, and any other sources of applicants) (use as many pages as necessary):

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE

- Indicate “Y” (yes) or “N” (no) if the organization requested that the station provide it with notice of all job vacancies. See Rule 73.2080I(1)(ii).

Retain for each position filled until after the grant of the next renewal application.

Annually, on the anniversary of the date a station must file its renewal application, a station must place this list in the station’s local public inspection file and post the list on the station’s web site if it has one.

INTERVIEWEE REFERRAL SOURCE SUMMARY

Page ___ of ___

Date of
Annual Report: _____

(enter the anniversary of the date the station must file its renewal
application, which is four months prior to expiration of the license)

Total Number of Persons Interviewed in Preceding Year: _____

List total number of interviewees generated by each recruitment source in the preceding year (use as many pages as necessary).

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred

Retain until after the grant of the next renewal application.

Annually, on the anniversary of the date a station must file its renewal application, a station must place this list in the station’s local public inspection file and post the list on the station’s web site if it has one.

CONNECT WITH YOUR NEXT CAREER OPPORTUNITY

2021

WENATCHEE VALLEY

COMMUNITY

JOB FAIR

WEDNESDAY
June
23rd

Presented by

WENATCHEE
CHAMBER OF COMMERCE
VALLEY

HISTORIC MAIN STREET
WENATCHEE
DOWNTOWN ASSOCIATION

Wenatchee
Convention
Center
9am-3pm

@ Orchard Exhibit Hall

The job fair is open to the community and job seekers of all ages are encouraged to apply.

NCW employers from a wide variety of career fields will be available to discuss prospective job openings with individuals seeking full-time, part-time, or seasonal employment.

COME PREPARED TO APPLY. RESUMES ARE ENCOURAGED.

Host a table at no cost and promote your current employment opportunities to hundreds of potential employees. Contact Chelsea Ewer, Chamber Operations Director at chelsea@wenatchee.org or 662-2116 to reserve your space today!

Chelan Douglas Health District will be onsite to administer Johnson & Johnson COVID-19 vaccines to anyone 18 and older who wishes to receive it. There is no appointment needed and there will be no charge for getting a vaccine.

This event was made possible by additional support from:



2021 Community Job Fair Participant Agreement

The Wenatchee Valley Chamber of Commerce and the Wenatchee Downtown Association is hosting a Community Job Fair on **June 23, 2021** between **9:00 AM and 3:00 PM** at the Wenatchee Convention Center. Doors will open for booth set up at 8:00am and need to be completed by 8:45am.

This form serves as an agreement that the undersigned employer/company will participate in the Job Fair and will participate at no cost to the Chamber or the public. The Chamber will provide an 8' table and 2 chairs, (bring your own coverings or displays), and electricity. Each company may provide its own backdrop and any signage that fits within the booth space, as well as, brochures, cards, applications, etc. A Hospitality Room will be available with hosted beverages and a boxed lunch.

I, _____ on behalf of _____ agree to participate in the 2021 Community Job Fair. I agree to set up, operate and break down my booth area and to leave it clean at the close of the Job Fair. **I agree NOT TO BREAK DOWN BEFORE 3PM.**

X _____ Signature for Company _____ Date _____

Print Your Name _____ Title _____ Phone # _____

Mailing Address: _____

Email Address: _____ Need Electricity _____ (Will Bring Extension Cord)

Boxed Lunch (1 or 2) _____

For More Information Contact:



Wenatchee Downtown Association
103 Palouse St. Suite 35
Wenatchee, WA 98801
509-662-0059



Wenatchee Valley Chamber of Commerce
137 N Wenatchee Ave. Suite 101
Wenatchee, WA 98801
509-662-2116



Participating Businesses

Ambitions

Blue Star Growers

Buzz Inn Steakhouse & Casino

Cascade Christian Academy

CDCAC AmeriCorps

Chelan County Fire District #1

Chelan Douglas Child Services

Colonial Vista Post-Acute and Rehab Center

Complete Design

Custom Construction & Cabinetry

Columbia Valley Community Health

Emerson

Express Employment Professionals

Fred Meyer

Icicle Broadcasting

Keyes Fibre

Mission Vista

MXMetrics

North Cascades Bank

Parsons Financial Group

Ovenell's Cabinets

Avamere at Wenatchee

Bonaventure

Captain's Cod Company

Catholic Charities

Central WA SCORE

Chelan County Regional Justice Center

Chelan County Officials Association

Cherry Creek Media

Community Glass

Confluence Health

CrunchPak

Eastmont School District

Epoch

Fieldstone Memory Care

Goodwill Industries

Link Transit

Marson and Marson Lumber

Moonlight Stone Works

North Central WA Libraries

OIC of Washington

Pine Canyon Growers LLC



Elliott Salmon <e.salmon@kohoradio.com>

2020 Virtual Career Expo Series - CALL FOR PRESENTERS

1 message

Tami McBride <TamiM@ncesd.org>

Tue, Sep 8, 2020 at 2:58 PM

Hello,

I'd like to extend a personal invitation to you to join us as a presenter for the first **2020 Virtual Career Expo Series** from, **October 6th - November 10th** on, **Tuesday morning's from, 9 a.m. - 12 p.m.**

The Virtual Career Expo Series is open to high school and college students all across North Central Washington, and is projected to serve 10,000 youth across Chelan, Douglas, Okanogan, Grant, Lincoln, Stevens, Adams, Whitman, Ferry, Pend Oreille and Spokane counties. The Expo is intended to help students connect with incredible local college and career opportunities. This Expo Series is grant funded through Career Connect Washington, to connect young adults living in rural and remote communities to local employers. We want all students to have opportunities to explore a variety of future careers and educational opportunities as they prepare to enter the workforce.

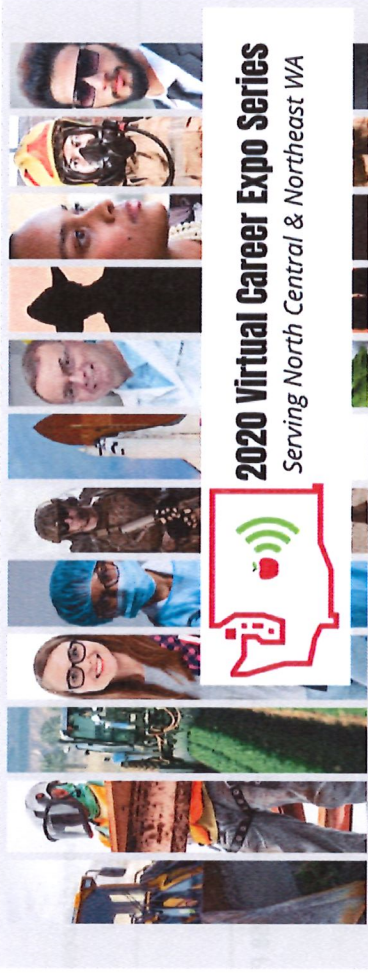
Each week in the series will have a specific industry theme: October 6 - Health Sciences, October 13 - STEM, October 20 - Business & Marketing, October 27 - Skills & Technical Sciences, November 3 - Family & Consumer Sciences, and November 10 - Agriculture. Presenters can choose to participate in more than one week if applicable. Presenters will see an estimated attendance of 1,500 - 2,500 youth each week.

Presenters representing: business, educational institutions, training programs, and student support services are encouraged to participate by hosting a virtual booth at the events. Registration is free for students and presenters.

Call to Action: Presenters can register to participate by completing the online registration form at <https://bit.ly/VirtualCareerExpoSeries2020>

A slide deck has been prepared with more information about the Virtual Career Expo Series and the Brazen Platform we will be using. [Click HERE for More Information about the Virtual Career Expo Series!](#)

Thank you for your continued support of career-connected learning in our community. When we work together, we win together.



2020 Virtual Career Expo Series
Serving North Central & Northeast WA

Call for Presenters

Tuesday mornings (9 AM - 12 PM)
October 6th to November 10th

Promote careers, education, training and support services to thousands of students at the Virtual Career Expo Series

<http://bit.ly/VirtualCareerExpoSeries2020>



Tami McBride
Career Connected Learning Specialist
North Central Educational Service District 171
430 Olds Station Rd, Wenatchee, WA 98801
(509) 667-3642 | TamiM@ncesd.org

2 attachments

Virtual Career Expo Series (FINAL).png
553K

Call for Presenters

Tuesday morning, 9 AM - 12 PM!
October 6th to November 13th

Provide career education and guidance support services to thousands of underserved, rural career expo sites!

<http://bit.ly/VirtualCareerExposSeries2020>

2020 Virtual Career Expo Series
State of West Virginia & Montanans

STEM

STEM

STEM

 Virtual Career Fair (FINAL) Poster.pdf
274K



2020 Virtual Career Expo Series *Serving North Central & Northeast WA*

Call for Presenters

**Tuesday mornings (9 AM - 12 PM)
October 6th to November 10th**

Promote careers, education, training and support services to thousands of students at the Virtual Career Expo Series

<http://bit.ly/VirtualCareerExpoSeries2020>



Search candidates

Post a job

Back to all jobs

Front Office Manager/Receptionist

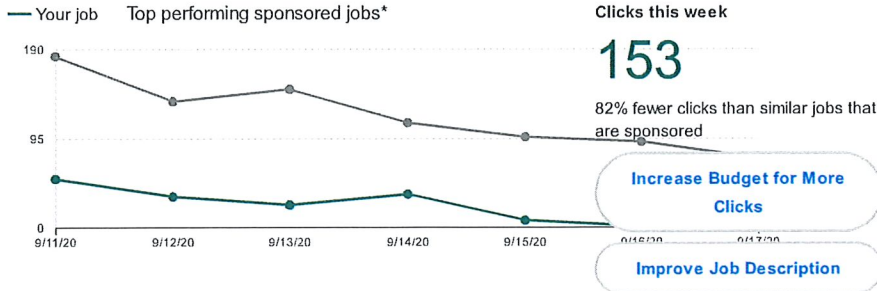
Icicle Broadcasting – Chelan, WA

Edit job

Status: **Paused**

View public job page

Clicks



* Showing historical data of the top 20% of similar sponsored jobs. This is not a guarantee of future performance.

Details

Created: 2020 September 10,

Views: 163

Candidates: 18 total

Add a candidate

Find candidates

Candidates

Awaiting Review	Total (excluding rejected)
0	7

11 Rejected

Budget

Job Budget: \$28.00 daily

Cost: \$175.22

Edit job budget

View cost and performance

Job Description

Icicle Broadcasting, along with KOZI radio is looking for a receptionist to join the team in our Chelan office. This person would welcome customers and guests at the KOZI studios, answer phones, and help with the "behind-the-scenes" work of KOZI's 2nd Cup of Coffee, and various Icicle Broadcasting on-air programs.

The ideal candidate would work well with the public, be comfortable with basic Microsoft Office programs and email, multiline telephones, be task-oriented and have good attention to detail skills.

This position does not require any on-air skills and will not be required to be on-air at any time. If you possess these traits and wish to be a part of a local community-oriented radio, please respond with a cover letter and resume.

Icicle Broadcasting is an Equal Opportunity Employer

Job Type: Full-time

Pay: From \$17.00 per hour

Application Questions

You have requested that Indeed ask candidates the following questions:

- How many years of Microsoft Office experience do you have?
- How many years of office experience do you have?
- What is the highest level of education you have completed?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.

Icicle Broadcasting (KOZI-FM)

Title: Office Manager / Receptionist

Hire: TBD

Reports to: General Manager

Status: Non Exempt

Hours: Monday – Friday: 8A – 5PM (1-Hour non-paid Lunch Break)

General position description: Oversee the general administrative office duties of Icicle Broadcasting in Chelan office. Coordinates auxiliary work needed in all departments and as assigned by General Manager.

Essential Functions: General Administrative

- Understand the functions of Reception in the Chelan Office, acts as a fill-in when necessary
- Producer for 2nd Cup Morning Show and updating listings on website (Monday)
- Answers all in-coming telephone calls after 2nd Cup, until 5PM.
- Assist all departments with internal workflow and projects
- Understands basic office technology and coordinates with third party contractors when applicable.
- Work and coordinate with Human Resources and Engineering Departments
- Relay information and coordinate tasks with General Manager.
- Cross Training with Billing and Traffic Manager to Help as Backup
- Facilitate Job postings with HR and General Manager
- Gather and distribute timecards

Essential Functions: Receptionist

- Pickup and send any office mail
- Coordinate social media or web posts with morning receptionist
- Update 2nd Cup sales interview sheets and on-air one-sheets.
- Fill out EAS reports
- Maintain station public file
- Create trivia question for 1:20 Trivia
- Download on-air programs (Ag Network, Legal Tender)
- Maintain KOZI listener Birthday Club
- Gather and organize all sports programming, schedules and staff information for broadcasts.
- Schedules board operators for station remotes

Essential Skills:

- Ability to work a variety of day/night and weekend hours
- Basic knowledge of computers is required
- Punctual

- Transportation to and from station
- Ability to work under pressure from deadlines and time constraints
- Must be able to read, write and speak fluent English
- Assume responsibility and accountability
- Demonstrate highest personal hygiene and grooming standards
- Exercise professional behavior at all times while representing Icycle Broadcasting

Lisa Rodriguez

From: Jeff Conwell [jeff@kozi.com] on behalf of Jeff Conwell
Sent: Monday, August 9, 2021 3:24 PM
To: Lisa Rodriguez
Cc: Gary Taylor; Valerie Rife; Randy Roadz
Subject: Re: High School Football

Lisa-

This has been posted to the KOZI website and KOZI Facebook page.

Sports Board Operator-September-March

No experience needed for this fun and exciting position! You'll work with the play by play sports announcers from the KOZI studios while they call the Chelan High and Brewster High football and basketball teams. Each game is approximately 3 hours on Friday evenings and on occasion, a Saturday contest. We'll train you on how to make these broadcast sound amazing and you'll have fun at the same time!

This is a great way to get your foot into the broadcast industry and a great part-time job. Stop by the KOZI Studios during business hours or send an email with your contact information to kozi@kozi.com.

Icicle Broadcasting is an equal opportunity employer.



**Jeff Conwell,
Program & News Director
KOZI FM/AM**



On Mon, Aug 9, 2021 at 2:14 PM Lisa Rodriguez <lisa@kohoradio.com> wrote:

Thanks Jeff. As of right now we just need someone for KOZI. I would like copies of anything posted or ran for KOZI so I can put it into the EEO file. Thanks!

Lisa Chacon Rodriguez

Business & Traffic Manager

P.O. Box 2675

Wenatchee, Wa 98807

509-667-2400 ext1100



From: Jeff Conwell [mailto:jeff@kozi.com]
Sent: Monday, August 9, 2021 1:50 PM
To: Gary Taylor
Cc: Valerie Rife; Lisa Rodriguez; Randy Roadz
Subject: Re: High School Football

I'll jump on KOZI. We can put something out there on our FB and website and get some interest.

Jeff Conwell,

Program & News Director

KOZI FM/AM



On Mon, Aug 9, 2021 at 1:48 PM Gary Taylor <gary@iciclebroadcasting.com> wrote:

Wow we better run an ad. I'll let Randy know.

On Mon, Aug 9, 2021 at 10:59 AM Valerie Rife <valerie@kozi.com> wrote:

Gary,

I have emailed Joel & Steve (that email went out friday Aug 6th) to find out if they are willing to be our Sports Announcers again for High School football. I'm waiting to hear back from them. I'll keep you posted. Regarding board-ops, I have emailed David Marz and he is willing to do it again this season. Ryan will be heading off to college, so we will only have him for one or two games. Just a heads up, we have ONE board-op for our high school football season.

Valerie Rife

509-682-4033



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Gary Taylor

General Manager

Office: 509.667.2400 Ext 1103

Mobile: 509.393.0998



