

EEO PUBLIC FILE REPORT
ACTUALIDAD LICENSEE 1020AM LLC.
WURN-1040AM / WLJV-1020AM / WURN-107FM
October 1, 2023 - September 30, 2024

Section 1. Vacancy List

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	Number of Interviewees	RS that Referred Hiree
Radio Producer	1, 5, 6	9	1

Section 2. Recruitment Source List

RS Number	RS Information	RS Entitled to Vacancy Notice? (Yes/No)	No. of Potential Interviewees Referred by RS over 12-month period
1.	Actualidad Media Group (internal announcement)	No	1
2.	Ole Media Services, Inc.	No	
3.	Direct Applicant	No	
4.	AMG Mentoring Program	No	
5.	Florida Association of Broadcasters (http://fab.org/career-opportunities/career-opportunities/)	Yes	
6.	LinkedIn	No	61
7.	AMG Internship Program	No	
Total Number of Interviews over 12-month period: <u>9</u>			

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 WURN-1040AM / WLJV-1020AM / WURN-107FM
 October 1, 2023 - September 30, 2024**

Section 3. Recruitment Initiatives

Type of Recruitment Initiative	Brief Description of Activity
CUSTOMER SERVICE: Make it Easy!	In-house training to sales team which reinforces four essential customer service concepts and improving sales skills. Seminar completed by various personnel between May 28 th -August 9 th , 2024. See attached Certificate of Achievement.
ACTUALIDAD MENTORING PROGRAM	Discretionary mentoring program conducted by department heads for career in radio and for radio position. Ongoing throughout the year, see attached certificate of completion.
ACTUALIDAD INTERNSHIP PROGRAM	Internship Program is intended to provide full-time college students with the opportunity to gain career-related experience in their chosen field. Program is coordinated with Miami Media School and two interns were enrolled for the September 2023-May 2024 academic year and completed their internships.

PAYCHEX FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Rafael Echeverria

FOR COMPLETING

**Customer Service: Make it Easy! -Powered
by BizLibrary**

COMPLETION DATE

May 28, 2024

SCORE

100%

PAYCHEX[®] FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Lay Leon

FOR COMPLETING

**Customer Service: Make it Easy! -Powered
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COMPLETION DATE

June 24, 2024

SCORE

0%

PAYCHEX[®] FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Maria Mata

FOR COMPLETING

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COMPLETION DATE

June 20, 2024

SCORE

0%

PAYCHEX[®] FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Dagmar Rivera

FOR COMPLETING

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COMPLETION DATE

June 19, 2024

SCORE

100%

PAYCHEX[®] FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Ana Santacoloma

FOR COMPLETING

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COMPLETION DATE

June 20, 2024

SCORE

80%

PAYCHEX FLEX

CERTIFICATE OF ACHIEVEMENT

AWARDED TO

Consuelo Barrera

FOR COMPLETING

**Customer Service: Make it Easy! -Powered
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COMPLETION DATE

August 9, 2024

SCORE

0%



CERTIFICATE OF COMPLETION – MENTORING INITIATIVE 2023-2024

This certificate confirms the completion by Mentee of the AMG Board Approved Mentoring Initiative provided by the AMG Programming Director on the dates and times set forth below to regarding the topics described:

November 17, 2023 10:00am – 12:00pm. Review schedule for live production, record the live production and provide guidance on what is uploaded to web page and technique to upload. Total 2.0 hours

February 5, 6, 8, 9, 2024 1:00pm– 3:00pm. Review topics to cover and prepare digital drafts to upload. Total 8.0 hours

June 20 – July 14 & July 15 – August 2, 2024 2:00-4:00. Review special events schedule and live transmission requirements for Copa America and Venezuela elections deciding what will be uploaded along restrictions based on political arena. Total 20 hours.

MENTOR:



Programming Director

MENTEE:



Digital Producer



MIAMI MEDIA SCHOOL

7955 NW 12 Steet, Suite 119
Doral, FL 33126
Tel: (305) 676-6494
Fax: (305) 676-6494

Owned, operated and staffed by
professional broadcasters
Robert Mills, President
www.BeOnAir.com

To the Intern Supervisor:

Thank you for offering internship opportunities to Miami Media School students. Our goal is to prepare them for entry-level positions in the broadcast media industry. Our students are trained by professionals working in the business. By offering an internship to this student, you play a valuable role in that process.

Please review the attached internship guidelines and policies. After reviewing this information, please fill out and sign the internship agreement form with the student/intern. This form must be on record before the student will receive credit for his or her internship time.

Also, there is a two-page student evaluation included with the paperwork. This evaluation is for you to keep. It is to be completed at the end of the internship and is for you, the supervisor, to evaluate the intern.

I'm happy to answer any questions you might have regarding our policies or programs. I can be reached at 305-676-6494 or allamazares@beonair.com.

I look forward to a long relationship with your company and thank you again for offering this internship/opportunity.

Warmest regards,

**Angel S. Llamazares
Career Services Director
Miami Media School**

I Eduardo MARTINEZ, attest that I have reviewed the internship policy documentation and have received internship orientation and training.

9-22-2023
DATE

Eduardo Martinez
SIGNATURE

***Please sign and return with the internship agreement.**



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INTERNSHIP AGREEMENT

NAME Eduardo MARTINEZ DATE 9-18-23

I, EDUARDO MARTINEZ, DO HEREBY AGREE TO PERFORM AN INTERNSHIP AT ACTUALIDAD MEDIA GROUP FOR APPROXIMATELY 10 HOURS PER WEEK, UNTIL SUCH INTERNSHIP IS COMPLETED SATISFACTORILY TO OUR MUTUAL AGREEMENT.

I UNDERSTAND THAT THIS OPPORTUNITY IS ON A NON-PAID, VOLUNTEER BASIS TO GAIN REAL-LIFE BROADCASTING EXPERIENCES AND WILL BE CREDITED TOWARD MY STUDIO LAB REQUIREMENTS. I AGREE TO PERFORM PROFESSIONALLY AND TO THE BEST OF MY ABILITIES, WITH THE UNDERSTANDING THAT I WILL BE EVALUATED ON MY PERFORMANCE AND THAT MY INTERNSHIP WILL BE REFLECTED ON MY FINAL GRADE AT MIAMI MEDIA SCHOOL. I AGREE THAT IN THE EVENT I AM OFFERED AND ACCEPT A PAID INTERNSHIP OR POSITION, I WILL CONTINUE TO ABIDE BY THE RULES GOVERNING INTERNSHIPS AS SET FORTH BY MIAMI MEDIA SCHOOL UNTIL I SUCESSFULLY GRADUATE FROM THE PROGRAM. THE INTERNSHIP MUST BE SCHEDULED AROUND CLASS TIME. FAILURE TO COMPLY WILL RESULT IN TERMINATION OF THE INTERNSHIP OR POSITION.

Eduardo Martinez
STUDENT SIGNATURE

Zairena Barboza
SUPERVISOR NAME

[Signature]
SUPERVISOR SIGNATURE

305-778-5669
SUPERVISOR CONTACT #

COMMENTS:



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INTERNSHIP EVALUATION FORM

Internship Plan

Student Name: EDUARDO MARTINEZ

Internship Start Date: 9-18-23

Site Location: ACTUALIDAD Media GROUP

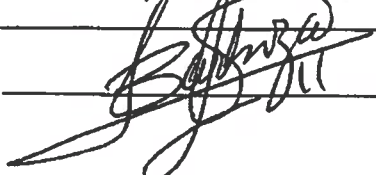
Evaluation Dates: 9-18-23 to 4-15-24

Internship Description: _____

Site Supervisor's Evaluation of Intern's Performance (For on-site supervisor to complete)

Audio Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Editing				
On-Air Presence and Delivery				
Board Operation				
Operational Procedures				
Screening Calls				
Engaging audience				
Video Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Editing				
On-Air Presence and Delivery				
Camera Skills				
Logging/File Management				
Other technical Skills				
Studio, Remote, and Office Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Remote and/or In-Studio Gaffing/Engineering				
Daily Production Support Activities				
Talent Relations and Support				
Writing/Communications				
Computer Skills				
Research Skills/Resource Management				
Social Media Management				
Personal Business Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Attendance				
Punctuality				
Professionalism				
Attitude				
Work Habits				
Time Management				
Appearance				
Professional Terminology				
Subject Knowledge				
Troubleshooting				
Other Related Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal

Additional Comments from Site Supervisor on Intern's Performance:

Supervisor Signature:  Date: 9-22-2023



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Please review the attached internship guidelines and policies. After reviewing this information, please fill out and sign the internship agreement form with the student/intern. This form must be on record before the student will receive credit for his or her internship time.

Also, there is a two-page student evaluation included with the paperwork. This evaluation is for you to keep. It is to be completed at the end of the internship and is for you, the supervisor, to evaluate the intern.

I'm happy to answer any questions you might have regarding our policies or programs. I can be reached at 305-676-6494 or allamazares@beonair.com.

I look forward to a long relationship with your company and thank you again for offering this internship/opportunity.

Warmest regards,

**Angel S. Llamazares
Career Services Director
Miami Media School**

I Elsa Regalado, attest that I have reviewed the internship policy documentation and have received internship orientation and training.

9-5-23

DATE


SIGNATURE

***Please sign and return with the internship agreement.**



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INTERNSHIP AGREEMENT

NAME ELSA REGALADO DATE 9-5-23

I, ELSA REGALADO, DO HEREBY AGREE TO PERFORM AN INTERNSHIP AT ACTUALIDAD MEDIA GROUP FOR APPROXIMATELY 6 HOURS PER WEEK, UNTIL SUCH INTERNSHIP IS COMPLETED SATISFACTORILY TO OUR MUTUAL AGREEMENT.

I UNDERSTAND THAT THIS OPPORTUNITY IS ON A NON-PAID, VOLUNTEER BASIS TO GAIN REAL-LIFE BROADCASTING EXPERIENCES AND WILL BE CREDITED TOWARD MY STUDIO LAB REQUIREMENTS. I AGREE TO PERFORM PROFESSIONALLY AND TO THE BEST OF MY ABILITIES, WITH THE UNDERSTANDING THAT I WILL BE EVALUATED ON MY PERFORMANCE AND THAT MY INTERNSHIP WILL BE REFLECTED ON MY FINAL GRADE AT MIAMI MEDIA SCHOOL. I AGREE THAT IN THE EVENT I AM OFFERED AND ACCEPT A PAID INTERNSHIP OR POSITION, I WILL CONTINUE TO ABIDE BY THE RULES GOVERNING INTERNSHIPS AS SET FORTH BY MIAMI MEDIA SCHOOL UNTIL I SUCESSFULLY GRADUATE FROM THE PROGRAM. THE INTERNSHIP MUST BE SCHEDULED AROUND CLASS TIME. FAILURE TO COMPLY WILL RESULT IN TERMINATION OF THE INTERNSHIP OR POSITION.

[Signature]
STUDENT SIGNATURE

Zairena Barboza
SUPERVISOR NAME

[Signature]
SUPERVISOR SIGNATURE

305-778-5669
SUPERVISOR CONTACT #

COMMENTS:



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INTERNSHIP EVALUATION FORM

Internship Plan

Student Name: EISA REGALADO

Internship Start Date: 9-5-23

Site Location: ACTUALIDAD MEDIA GROUP

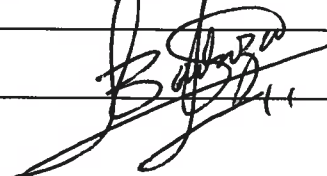
Evaluation Dates: 9-5-23 to 11-15-23

Internship Description: _____

Site Supervisor's Evaluation of Intern's Performance (For on-site supervisor to complete)

Audio Skills	Outstanding - A	Acceptable -B or C	Unacceptable -D-F	I - Withdrawal
Editing	/			
On-Air Presence and Delivery	/			
Board Operation	/			
Operational Procedures	/			
Screening Calls	/			
Engaging audience	/			
Video Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Editing				
On-Air Presence and Delivery				
Camera Skills				
Logging/File Management				
Other technical Skills				
Studio, Remote, and Office Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Remote and/or In-Studio Gaffing/Engineering	/			
Daily Production Support Activities	/			
Talent Relations and Support	/			
Writing/Communications	/			
Computer Skills	/			
Research Skills/Resource Management	/			
Social Media Management	/			
Personal Business Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal
Attendance	/			
Punctuality	/			
Professionalism	/			
Attitude	/			
Work Habits	/			
Time Management	/			
Appearance	/			
Professional Terminology	/			
Subject Knowledge	/			
Troubleshooting	/			
Other Related Skills	Outstanding - A	Acceptable - B or C	Unacceptable - D-F	I - Withdrawal

Additional Comments from Site Supervisor on Intern's Performance:

Supervisor Signature: 

Date: 11-15-23

Radio Producer

Maria I. Diaz • Created 1/10/2024

2 Members

Show me stats

Overview Talent pool Pipeline Job post

Project settings

Radio Producer III Closed

Repost ...

Actualidad Media Group Doral, Florida, United States (On-site) Posted 1/10/2024 Closed 1/24/2024

Job poster: Maria I. Diaz

This is a preview of how a job seeker will see your job post. [View job on LinkedIn.com](#)



Radio Producer III

Save

Apply

Actualidad Media Group • Doral, Florida, United States (On-site)

We are seeking an experienced Radio Producer in the field of Broadcasting. The Radio Producer III has a key role in creating the content of radio shows and assists other producers with new material and ideas on a daily basis; provides vital support in the development and day-to-day production while building good relationships with sources. Responsible for the audio content of broadcasts delivered over the radio, the internet, and other mobile platforms.

We offer a competitive pay structure based on experience along with a full benefit package.

Essential Duties and Responsibilities

- Responsible for planning all aspects of two LIVE shows (scheduling, sourcing, and confirming guests), as well as collaborating with other producers in the creation of up-to-date material, ideas, and LIVE coverage.
- Give practical assistance to the talent in the process of pre-production and production of the show.
- Ensure everything runs on schedule while the shows are on-air.
- Provide creative content and program ideas that reflect the culture of the station and meet the needs of the listener.
- Build new sources and develop relationships.
- Assist the Marketing Department with current On Air client promotions.
- Keep up to date with current affairs in order that show content is topical and well-researched.
- Meet tight deadlines, work is time sensitive.
- Ensure that the broadcast is of a suitable high quality and compliant with any applicable regulations.
- Must have necessary research skills to source all the required information that will go into a program.
- Must be willing to participate in special coverage events (e.g., hurricane season, political season, etc.)
- Coordinate with other producers when absences occur and provide support as needed.

Minimum Requirements

- Bachelor's degree in journalism
- 5 years of experience in news broadcasting.
- Knowledge of media production and communication.
- Strong communication, interpersonal and organizational skills.
- Must speak Spanish fluently.

Physical Requirements

Work involves exerting up to 30 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Involves walking or standing for brief periods of time.

Seniority Level

Associate

Industry

Broadcast Media Production and Distribution

Employment Type

Full-time

Job Functions

Production

Skills 

Media Production, Spanish-speaking, Communication, Pre-production, Relationship Development, Current Affairs, Organization Skills, Radio Broadcasting

Screening questions

Required qualifications

What is your level of proficiency in Spanish?

Ideal Answer: Minimum: Native or bilingual

Have you completed the following level of education: Bachelor's Degree?

Ideal Answer: Yes

How many years of Production experience do you currently have?

Ideal Answer: Minimum: 5

Are you willing to undergo a background check, in accordance with local law/regulations?

Ideal Answer: Yes

Are you willing to take a drug test, in accordance with local law/regulations?

Ideal Answer: Yes

Will you now, or in the future, require sponsorship for employment visa status (e.g. H-1B visa status)?

Ideal Answer: No

Are you legally authorized to work in the United States?

Ideal Answer: Yes

Are you comfortable working in an onsite setting?

Ideal Answer: Yes

Preferred qualifications

Are you comfortable commuting to this job's location?

Ideal Answer: Yes

Job Performance

61

467

Applicants

Total views

Target Audience

 Broadcast Producer

 Living or interested in working in Doral, Florida, United States (On-site)

 8 preferred skills



Radio Producer III • Closed

Actualidad Media Group • Doral, Florida, United States (On-site) • Posted 1/10/2024 Closed 1/24/2024
Job poster: Maria I. Diaz

This is a preview of how a job seeker will see your job post. [View job on LinkedIn.com](#)



Radio Producer III

Actualidad Media Group • Doral, Florida, United States (On-site)

Save

Apply

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We offer a competitive pay structure based on experience along with a full benefit package.

Seniority Level

Associate

Industry

Broadcast Media Production and Distribution

Employment Type

Full-time

Job Functions

Job Performance

61

Applicants

467

Total views

Target Audience

Broadcast Producer

Living or interested in working in Doral, Florida, United States (On-site)

8 preferred skills

Maria Diaz

From: Pat Roberts <cproberts@fab.org>
Sent: Wednesday, July 24, 2024 1:34 PM
To: Maria Diaz
Subject: Re: Actualidad Media Group

Hi Maria,

I am attaching below where we had posted the job on our website in January after your email. We do not have any of the applicants apply to our website. We just post the job posting and include the contact information for applying.

I hope this helps,
Pat

From: Pat Roberts <cproberts@fab.org>
Subject: Re: Job Posting
Date: January 11, 2024 at 9:47:55 PM EST
To: Maria Diaz <mdiaz@olecom.com>

Hi Maria,

It should show on our website now. Let me know if you don't see it.

Thanks for your help! Also, if you have a way to get the reports for FAB for your stations from December and could send them to me that would be great! I hope you have a good weekend.

Thanks again and let me know if there are any issues with the job posting.

Pat



PAT ROBERTS
President & CEO
Email: cproberts@fab.org
Office: 850-681-6444
Cell: 850-212-5511



PAT ROBERTS
President & CEO
Email: cproberts@fab.org
Office: 850-681-6444
Cell: 850-212-5511

On Jul 24, 2024, at 11:57 AM, Maria Diaz <mdiaz@olecom.com> wrote:

Hello Pat,

Back in January I posted a position for Radio Producer on your career page and need a copy of the posting along with the number of applicants who applied. Is it possible to obtain this information? I had written to you back then and cannot find any emails.

Thanking you in advance for your prompt reply.

Regards,

<image001.png>

From: Maria Diaz
Sent: Thursday, January 11, 2024 11:47 AM
To: Pat Roberts <cproberts@fab.org>
Subject: Job Posting

Hello Pat,

I posted a job yesterday for Radio Producer and I didn't see it posted, so I went ahead and posted it again. Needless to say, that I don't want it posted twice. When I have posted positions in the past, I see the posting immediately. Not sure why the position is not showing. Can you please investigate this and let me know asap.

Thank you,

<image001.png>

This message has been scanned for malware by Websense. www.websense.com

Click [here](#) to report this email as spam.