



KKLA/KRLA/KTIE

Part-Time Promotions Assistant/Street Team **Job Posted – January 2011**

I. Overview:

SALEM LA is comprised of four radio stations – **KKLA-FM** (Inspirational Talk), **KFSH-FM**, (Contemporary Christian Music) **KRLA-AM**, (Conservative Talk) and **KTIE-AM** (Conservative Talk). SALEM LA is a member of Salem Communications Corporation, the nation's largest operator of Conservative Talk, Christian and Inspirational radio stations, radio networks, Christian media and entertainment, Internet aggregators, e-commerce, new media and streaming.

II. Job Title: Part-Time Promotions Assistant/Street Team

III. Shift/Hours/Status: Approximately 10-15 hours a week, on an "as needed" basis

IV. Compensation: \$10.45/hour

V. Reports to: Pamela Tyus, Promotion Director

VI. Departmental Relationships: This position will also work closely with other departments, including Sales and Programming.

VII. Job Responsibilities and Pre-Requisites:

The Part-Time Promotions Assistant/Street Team assists the Promotions Department in a variety of capacities. The primary responsibility is setting up and representing the station at on-site appearances at various locations and events in and around Southern California (primarily Orange and Los Angeles Counties). Must be responsible, dependable, energetic, outgoing, and work well in a team setting. Some heavy lifting will be required for on-site appearances. Must have a valid driver's license and a clean driving record. Some office work in the Promotions Department may be required; candidates should have working computer knowledge with an understanding of Microsoft Word, Excel, and Outlook, as well as good communications skills for the phone.

VIII. Application Requirements:

An employment application is required to be considered for any employment at Salem LA. Please log onto www.salemla.com to download and/or print out an application. In addition to a completed application packet, all candidates must provide a cover letter, resume and three professional references **with authorization** to disclose employment history, skills and abilities.

IX. Application Procedure:

The completed application, your resume with references and your cover letter **ONLY** can be e-mailed to jobs@salemla.com (no www needed), via fax to 818-553-1220 or via USPS to "(position being applied for)" Salem LA, PO Box 29023, Glendale, CA 91209.

The EEO Referral Form is voluntary. The completed EEO Referral Form must be mailed under separate cover to EEO Coordinator, Salem LA, PO Box 29023, Glendale, CA 91209, e-mailed directly to EEO@salemla.com or faxed separately to 818-553-1220 attention EEO Coordinator.

Salem Los Angeles is an Equal Opportunity Employer