



**Job Title of Position: Account Executive**

**Date of Hire: 4/03/2023**

<b>REFERRAL SOURCE</b>	<b>*</b>	<b>ADDRESS OF SOURCE</b>	<b>CONTACT PERSON AT SOURCE</b>	<b>TEL.NO AND EMAIL ADDRESS OF SOURCE</b>
<b>Pamal Broadcasting On-Air Recruitment Messages</b>	N	<b>6 Johnson Road Latham, NY 12210</b>	<b>Joe Morrell</b>	<b>518-786-6600 <u><a href="mailto:jbmorrell@pamal.com">jbmorrell@pamal.com</a></u></b>
<b>Corporate Website Pamal.com</b>	N	<b>6 Johnson Road Latham, NY 12110</b>	<b>Joe Morrell</b>	<b>518-786-6600 <u><a href="mailto:jbmorrell@pamal.com">jbmorrell@pamal.com</a></u></b>
<b>SUNY Adirondack</b>	N	<b>640 Bay Road Queensbury, NY 12804</b>	<b>Kevin Ankeny</b>	<b>888-786-9325 <u><a href="mailto:ankenyk@sunyacc.edu">ankenyk@sunyacc.edu</a></u></b>
<b>Internal Posting</b>	N	<b>89 Everts Avenue</b>	<b>Tom Jacobsen</b>	<b>518-793-7733 tjacobsen@ adirondackbroadcasting.com</b>
<b>Indeed</b>	N	<b>6433 Champion Grandview Way- Building 1 Austin , Texas 78750</b>	<b>N-A</b>	<b>1-800-745-4361 <u><a href="mailto:Support@indeed.com">Support@indeed.com</a></u></b>

**\*Indicate "Y" (yes) or "N" (no) if the organization requested that the stations provide it with notice of all job vacancies.**

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## **The employment unit engaged in the following broad outreach initiatives:**

### **Hosted/Sponsored Job Fairs: Albany Job Fair- [www.albanyjobfair.com](http://www.albanyjobfair.com)**

**The Holiday Inn Express Conference Center in Latham, NY**

**April 19, 2023**

[www.albanyjobfair.com](http://www.albanyjobfair.com)

Adirondack Broadcasting's Glens Falls, NY Cluster were represented at this company sponsored job fair at the Holiday Inn Express in Latham and online at [www.albanyjobfair.com](http://www.albanyjobfair.com). Applicable resumes were shared with the management of the Glens Falls cluster of radio stations. The Glens Falls, NY stations was represented by Tom Jacobsen- GM for Glens Falls – Adirondack Broadcasting.

**The Holiday Inn Express Conference Center in Latham, NY**

**June 7, 2023**

Adirondack Broadcasting's Glens Falls, NY Cluster were represented at this company sponsored job fair at the Holiday Inn Express in Latham and online at [www.albanyjobfair.com](http://www.albanyjobfair.com). Applicable resumes were shared with the management of the Glens Falls cluster of radio stations. The Glens Falls, NY stations was represented by Tom Jacobsen- GM for Glens Falls – Adirondack Broadcasting.

**Albany Job Fair- [www.albanyjobfair.com](http://www.albanyjobfair.com) The Holiday Inn Express Conference Center in Latham, NY**

**July 12, 2023**

Adirondack Broadcasting's Glens Falls, NY Cluster were represented at this company sponsored job fair at the Holiday Inn Express in Latham and online at [www.albanyjobfair.com](http://www.albanyjobfair.com). Applicable resumes were shared with the management of the Glens Falls cluster of radio stations. The Glens Falls, NY stations was represented by Tom Jacobsen- GM for Glens Falls – Adirondack Broadcasting.

**The Holiday Inn Express Conference Center in Latham, NY**

**October 4, 2023**

Adirondack Broadcasting's Glens Falls, NY Cluster were represented at this company sponsored job fair at the Holiday Inn Express in Latham and online at [www.albanyjobfair.com](http://www.albanyjobfair.com). Applicable resumes were shared with the management of the Glens Falls cluster of radio stations. The Glens Falls, NY stations was represented by Tom Jacobsen- GM for Glens Falls – Adirondack Broadcasting.

## **Radio Station Tour:**

February 8, 2023

Adirondack Broadcasting conducted a studio tour for The Glens Falls Senior Center. There were 6 people in all who toured the stations and were shown the operation on-air and recorded a greeting. Adirondack Broadcasting has an ongoing internship program. Supervised by department managers after approvals by the General Manager and Corporate HR Department, interns work in various departments and are paid. Through the internship program, part-time employment and full-time employment has resulted over the years. Positions have been filled in promotions, marketing and other areas. Adirondack Broadcasting did host an Intern from SUNY Adirondack in the reporting period.

## **Internship Program:**

Adirondack Broadcasting has an ongoing internship program. It is supervised by department managers after approvals by the General Manager and Corporate HR Department, interns work in various departments and are paid. Through the internship program, part-time employment and full-time employment has resulted over the years. Positions have been filled in promotions, marketing and other areas. Adirondack Broadcasting hosted an Intern from SUNY Adirondack- the internship period is January 15 to March 15, 2024.

## **Management Training for Anti-Harassment in October 2023 for Current Associates:**

Annually, all associates, including management receive online Anti-harassment training. The training is provided by a benefits firm, Benetech that has a platform of online training tools for a variety of benefits and employment subjects. This training is required for all new hires as well as once during the calendar year. The training encompasses federal and statutory provisions concerning sexual harassment and harassment based on disability, age, gender, religion, pregnancy and sexual orientation and provides available remedies as well as our compliant procedure. The online training is approximately one hour and is interactive throughout the presentation requiring the associate to engage by answering questions to gauge their understanding of the material being presented.