



## JOB ANNOUNCEMENT

JOB TITLE	Traffic / Promotions Assistant
DEPARTMENT	Traffic/Promotions
FULL-TIME/PART-TIME	Full - Time
DATE POSTED	February 4, 2010
DEADLINE FOR APPLICATION	February 18, 2010

### **POSITION DESCRIPTION/DETAILS:**

#### **Traffic/Promotions Assit.**

KEYC CBS/FOX Mankato has an immediate opening for a traffic/promotions assistant. This position will require a detail-oriented individual who is comfortable with their computer skills. Duties include: promos and copy instructions, typing and e-mailing program schedules.

Work on logs for CBS and FOX, maintain syndicated episodic promos (copy and schedule), and assist in every aspect of log preparation and reconciliation.

Assist in event planning and execution of various promotional events through the year.

Employment is contingent on successfully passing a drug screen test. Please print an application from the website at [www.keyc.tv](http://www.keyc.tv), complete and include a resume, and send to:

KEYC-TV

Attn: Jan Ellanson

P.O. Box 128

Mankato, MN 56002

Deadline: 2/18/10

KEYC IS AN EQUAL OPPORTUNITY EMPLOYER