

EEO PUBLIC FILE REPORT

For the period from April 1, 2025, to March 31, 2026

Prepared by: Bott Broadcasting Co./TN

(Licensee/Permittee)

This report covers the following employment unit:

<u>Call Sign</u>	<u>Facility ID Number</u>	<u>Type of Station</u>	<u>Location City, State</u>	<u>LMA</u>
WCRV	6486	AM	MEMPHIS, TN	NO


A. The following is a list of all vacancies for full-time positions during the reporting period:

<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
Production Assistant	1/20/25	1/5/26
Office Administrator	2/18/25	4/7/25
Office Administrator	7/11/25	8/11/25
Account Executive	3/12/26	

B. During the previous 12 months, the following recruitment sources were contacted as vacancies for full-time positions opened:

<u>Recruitment Source & Address:</u>	<u>Contact Person & Email:</u>	<u>Telephone:</u>
1. Bellevue Baptist Church P.O. Box 1210 Cordova, TN 38088	Paul Van der Merwe pvandermerwe@bellevue.org	(901) 347-5287
2. Bott Radio Network website	Susan Petersen/Human Resources Mgr. spetersen@bottradionetwork.com	(913) 693-5815
3. Bott Radio Network 6401 Poplar Avenue, Suite 640 Memphis, TN 38119	Todd Payne Internal Posting-Breakroom	(901) 763-4640
4. Bott Radio Network 6401 Poplar Avenue, Suite 640 Memphis, TN 38119	Todd Payne-Staff Referral	(901) 763-4640
5. Broadway Baptist Church 7400 Getwell Rd Southaven, MS 38672	Christie Smith christie@broadwaychurch.org	(662) 350-0020
6. Brown Missionary Baptist Church 980 Stateline Road E. Southaven, MS 38671	Marla Smith Brown marla@actscareercenter.org	(662) 342-6407
7. Central Church 2005 E. Winchester Blvd. Collierville, TN 38017	Sean Stark/Communications Director sstark@centralchurch.com	(901) 888-4673
8. Christ Church Memphis 4488 Poplar Avenue Memphis, TN 38117	Miles Stevens miless@christchurchmemphis.org	(865) 309-1002 (901) 683-3521
9. Collierville First Baptist Church 830 New Byhalia Road Collierville, TN 38017	Ernestine Glover eglover@cfcfamily.org	(901) 853-2668

I, Todd Payne, approve the Bott Radio Network-WCRV Memphis EEO Report for the period of 4/1/25 to 3/31/26.



**Todd Payne, General Manager
Bott Radio Network-WCRV Memphis**

3/18/2026
Date

- | | | |
|--|--|----------------|
| 10. Collierville Chamber of Commerce
485 Halle Park Drive
Collierville, TN 38017 | Shelby Williamson
shelby@Colliervillechamber.org | (901) 853-1949 |
| 11. Colonial Hills Baptist Church
1225 Monteith Avenue
Hernando, MS 38632 | Joe Kelley, Executive Pastor
joe.kelley@colonialhills.church | (662) 393-2445 |
| 12. Downline Ministries
3645 Forest Hill Irene Rd
Germantown, TN 38138 | Becca Frasier, Director of Operations
becca@downlineministries.com | (901) 683-5377 |
| 13. First Evangelical Church
735 Ridge Lake Blvd.
Memphis, TN 38120 | Debbie Park
office@firstevan.org | (901) 682-8452 |
| 14. Getwell Church
7875 Getwell Road
Southaven, MS 38672 | Jessi Wallace, Communications Director
jessi.wallace@getwellchurch.org | (662) 349-3680 |
| 15. Graceview Church Southaven
7660 Swinnea Road
Southaven, MS 38671 | Christopher Neiswonger
graceviewpres@gmail.com | (662) 349-0133 |
| 16. Great Commission Church
7070 Reliance Lane
Olive Branch, MS 38654 | Theresa Rucker
emails@gccob.com | (662) 420-7882 |
| 17. Harvest Church Memphis
3645 Forest Hill Irene Road
Germantown, TN 38138 | Matt Mitchell
matt@harvestmemphis.org
Kerry Shepard
kerry@harvestmemphis.org | (901) 737-6161 |
| 18. Iglesia Nueva Vida
4945 Winchester Road
Memphis, TN 38118 | Rolando Rostro
nuevavidamemphis@gmail.com | (901) 604-3649 |
| 19. LaBelle Haven Baptist Church
4800 Highway 305 N.
Olive Branch, MS 38654 | Phillip Andersen
panderson@labellehaven.org | (662) 893-2273 |
| 20. LeMoyné-Owen College
807 Walker Avenue
Memphis, TN 38126 | Robert Williams
robert_williams@loc.edu
joinhandshake.com | (901) 435-1728 |
| 21. Longview Heights Baptist Church
4501 Goodman Road
Olive Branch, MS 38654 | Hannah Burgess
hannah@lhbc.me
Courtney Fabrizio
courtney@lhbc.me | (662) 895-1900 |
| 22. Longview Point Baptist Church (The Point)
1100 McIngvale Road
Hernando, MS 38632 | Kathy Young
kathy@longviewpoint.org | (662) 449-1044 |
| 23. Mid-America Baptist Theological Seminary
5640 Airline Road
Arlington, TN 38002 | Kylie Murphy
studentlife@mabts.edu | (901) 751-3061 |

- | | | |
|--|---|----------------|
| 24. National Religious Broadcasters | Ashlee Taylor
ataylor@nrb.org | (202) 290-3000 |
| 25. Northwest MS Community College
5297 W.E. Ross Parkway W.
Southaven, MS 38671 | Harvey Hill
whill@northwestms.edu | (662) 342-1570 |
| 26. Olive Branch Chamber of Commerce
9123 Pigeon Roost Road
Olive Branch, MS 38654 | Alicia Leech
alicia.leech@olivebranchms.com | (662) 895-2600 |
| 27. Pathway Church
7700 Getwell Rd
Southaven, MS 38672 | Destiny Ridgeway
destiny@pathway.us | (251) 649-8867 |
| 28. Second Presbyterian Church
4055 Poplar Avenue
Memphis, TN 38111 | Donna Sanders
donna.sanders@2pc.org | (901) 454-0034 |
| 29. Southaven Chamber of Commerce
500 Main St
Southaven, MS 38671 | Shawntel Hibbler
shawntel@southavenchamber.com | (662) 342-6114 |
| 30. Southwest TN Community College
5983 Macon Road
Memphis, TN 38134 | Brenda Williams/Angela Banks
bwilliams@southwest.tn.edu
abanks@southwest.tn.edu
joinhandshake.com | (901) 333-4180 |
| 31. Tabernacle Southaven Church
7701 US-51
Southaven, MS 38671 | Chiquita Turner
admin@Tabsouthaven.org | (662) 404-8857 |
| 32. TN Association of Broadcasters website
tabtn.org/careers | tabtn.org/careers | |
| 33. Trinity Baptist Church
2101 Colonial Hills Drive
Southaven, MS 38671 | Debbie Mitchell
debbie@trinitysouthaven.org | (662) 349-3333 |
| 34. University of Memphis
400 Wilder Tower
Memphis, TN 38152 | careerservices@memphis.edu
arose3@memphis.edu
joinhandshake.com | (901) 678-2230 |
| 35. University of Mississippi
University, MS 38677 | Michelle Bright
cc_michelle@olemiss.edu | (662) 915-7211 |
| 36. WCRV Radio Announcements
Bott Radio Network
6401 Poplar Avenue, Suite 640
Memphis, TN 38119 | Todd Payne
tpayne@bottradionetwork.com | (901) 763-4640 |
| 37. World Overcomers Outreach
6655 Winchester Road
Memphis, TN 38115 | Gwen Honeycutt
ghoneycutt@woomc.org | (901) 844-3000 |

BRN Production Order

Groups

- All Stations
- All Sat-Fed
- All Heritage
- All Commercial
- All Non-com

Partner PSA
5a-12a as available
501c3 partners only

- All Missouri
 - KCCV-AM Kansas City
 - KCCV-FM Kansas City
 - KJCV-FM St. Joseph
 - KAYX Richmond
 - KLTE Kirksville
 - KSIV-AM St. Louis
 - KSIV-FM St. Louis
 - KMCV Jefferson City
 - KSCV Springfield
 - KCRL-FM Lake Ozarks
 - KBCV Branson
 - KCGR Cape Girardeau

- All Kansas
 - KCCV-AM Kansas City.
 - KCCV-FM Kansas City.
 - KJCV-FM St. Joseph.
 - KCVT Topeka.
 - KCVW Wichita.
 - KJRG Newton.
 - KKCX Rozell.
 - KARF Independence.
 - KBMP Enterprise.
 - WCRV-AM Memphis, TN.
 - WCRT-AM Nashville, TN.
 - WECV-FM Nashville, TN.
 - Webstream

- KASD Rapid City, SD
- KLCV Lincoln, NE.
- KCVN Cozad, NE.
- KTFC Sioux City, IA.
- KRNQ Keokuk, IA.
- WFCV-AM Ft. Wayne, IN.
- WFCV-FM Ft. Wayne, IN.
- WMCV Terre Haute, IN.
- KQCV-AM OK City, OK.
- KQCV-FM OK City, OK.
- KTAJ Tyler, TX.
- KJCV-AM Jackson Hole, WY.
- KCIV Fresno, CA.
- KAYH Fayetteville, AR.
- KWCV Jonesboro, AR.

<u>Length</u> :30	<u>Account Name</u> WCRV EMPLOYMENT - PRODUCTION ASSISTANT	<input type="checkbox"/> First-time copy <input checked="" type="checkbox"/> Replace current copy <input type="checkbox"/> Add to current rotation <input type="checkbox"/> Extend current rotation
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Cart #	Spot Name *(Required)	Start Date	End Date	Rotation %
33897	PRODUCTION ASSISTANT	5/7/25	5/31/25	100
		- -	- -	Even
		- -	- -	Even
		- -	- -	Even
		- -	- -	Even
		- -	- -	Even
		- -	- -	Even

Voice Talent: BYRON TYLER Has A. E. received copy approval from client? Select Answer Does production need client's approval? Select Answer Contact Name: Email: Phone #: Dub for Client: <input type="checkbox"/> CD <input type="checkbox"/> MP3 Is this co-op? <input type="checkbox"/> Yes Provide Word Doc Script	<p style="text-align: center;"><u>Instructions</u></p> BYRON WILL REVISE COPY, FORWARD TO BEKAH FOR APPROVAL, VOICE AND PRODUCE. P.O Submitted By: MARIA PENNA Production: Date Completed: - - Initials: <i>bee</i>
--	--

Done
 5/14/25
 [Signature]

WCRV

640 AM

CLIENT: EMPLOYMENT-PRODUCTION
ASSISTANT

DATES: 05/07/25 – 05/31/25
:30 4 X A DAY

LENGTH:
BYRON TYLER

WRITER:

CART # 33897

directions

TYPE COPY IN ALL CAPS... DO NOT CHANGE THE SIZE OF TYPE OR FONT

1 BOTT RADIO NETWORK IS SEEKING A DEDICATED PRODUCTION
2 ASSISTANT FOR WCRV AM640. YOU MUST BE PASSIONATE ABOUT
3 CHRISTIAN TALK RADIO, HAVE QUALIFICATIONS TO EDIT AUDIO, VIDEO,
4 WRITE COMMERCIAL COPY, VOICE-OVER WORK, CREATE DIGITAL AND
5 SOCIAL MEIDA. COLLEGE DEGREE AND MEDIA EXPERIENCE
6 PREFERRED. QUALIFIED APPLICANTS SHOULD EMAIL A COVER LETTER
7 AND RESUME' TO EMPLOYMENT@BOTTRADIONETWORK.COM WITH
8 THE SUBJECT MEMPHIS PRODUCTION ASSISTANT. BOTT RADIO
9 NETWORK IS AN EQUAL OPPORTUNITY EMPLOYER.

:15

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EEO Public Service Announcement Report

PRODUCTION ASSISTANT

This report documents all on-air EEO Public Service Announcements for this position as broadcast by WCRV during the reporting period, in compliance with FCC Equal Employment Opportunity regulations.

SPOT REPORT SUMMARY

Station	WCRV — Memphis, TN	Report Date	March 18, 2026
Position	PRODUCTION ASSISTANT	Cart Number	Cart #33897
Spot Title	BRN Employment — WCRV Production Assistant PSA		
Campaign Start	Wed 05/07/2025	Campaign End	Sat 05/31/2025
Total Airlings	96	Days Aired	25
Total Broadcast	2880 Seconds	Avg per Day	3.8 airings
Spot Duration	:30 Seconds	Total Minutes	48.0 min

Complete Airing Log

PRODUCTION ASSISTANT

BRN Employment — WCRV Production Assistant PSA

#	Day	Date	Time	Seconds
1	Wed	05/07/2025	2:57:01 PM	:30
2	Thu	05/08/2025	2:28:31 AM	:30
3			2:46:31 PM	:30
4			8:56:01 PM	:30
5	Fri	05/09/2025	12:25:31 PM	:30
6			2:46:31 PM	:30
7			7:02:01 PM	:30
8	Sat	05/10/2025	4:59:01 AM	:30
9			7:27:11 AM	:30
10			8:25:31 AM	:30
11			3:55:36 PM	:30
12			7:55:31 PM	:30
13	Sun	05/11/2025	7:58:31 AM	:30
14			2:56:01 PM	:30
15			4:56:01 PM	:30
16			6:26:01 PM	:30

17			10:01:31 PM	:30
18	Mon	05/12/2025	4:56:31 AM	:30
19			9:58:31 PM	:30
20	Tue	05/13/2025	7:25:31 AM	:30
21			2:46:31 PM	:30
22			9:26:01 PM	:30
23	Wed	05/14/2025	1:56:01 AM	:30
24			9:58:31 PM	:30
25	Thu	05/15/2025	2:36:46 PM	:30
26			8:28:01 PM	:30
27	Fri	05/16/2025	12:56:31 PM	:30
28			4:19:01 PM	:30
29			6:28:41 PM	:30
30	Sat	05/17/2025	4:59:01 AM	:30
31			6:28:01 AM	:30
32			10:27:11 PM	:30
33			11:56:31 PM	:30
34	Sun	05/18/2025	5:26:01 AM	:30
35			7:25:36 AM	:30
36			11:28:11 AM	:30
37			3:56:01 PM	:30
38			5:29:41 PM	:30
39			7:56:01 PM	:30
40			10:28:11 PM	:30
41	Mon	05/19/2025	2:25:31 PM	:30
42			4:19:01 PM	:30
43			4:30:01 PM	:30
44			9:26:01 PM	:30
45			11:55:31 PM	:30
46	Tue	05/20/2025	2:36:46 PM	:30
47			11:27:01 PM	:30
48	Wed	05/21/2025	2:36:46 PM	:30
49	Thu	05/22/2025	11:56:01 AM	:30
50			7:28:01 PM	:30

51			8:56:01 PM	:30
52			11:27:01 PM	:30
53	Fri	05/23/2025	10:58:31 AM	:30
54			8:28:01 PM	:30
55			8:56:01 PM	:30
56	Sat	05/24/2025	12:56:31 AM	:30
57			4:59:01 AM	:30
58			10:57:11 AM	:30
59			11:56:31 PM	:30
60	Sun	05/25/2025	5:26:01 AM	:30
61			6:56:31 AM	:30
62			8:55:31 AM	:30
63			1:01:31 PM	:30
64			3:01:31 PM	:30
65			10:01:31 PM	:30
66	Mon	05/26/2025	5:29:01 AM	:30
67			9:56:01 AM	:30
68			11:26:31 AM	:30
69			10:27:31 PM	:30
70	Tue	05/27/2025	5:29:01 AM	:30
71			9:25:31 AM	:30
72			12:25:31 PM	:30
73			2:36:46 PM	:30
74			8:56:01 PM	:30
75	Wed	05/28/2025	2:28:31 AM	:30
76			6:56:01 AM	:30
77			9:56:01 AM	:30
78			12:25:31 PM	:30
79			1:29:01 PM	:30
80			10:27:31 PM	:30
81	Thu	05/29/2025	6:25:31 AM	:30
82			1:57:01 PM	:30
83			4:39:01 PM	:30

84			7:02:01 PM	:30
85			10:27:31 PM	:30
86	Fri	05/30/2025	3:30:31 AM	:30
87			6:56:01 AM	:30
88			9:56:01 AM	:30
89			4:39:01 PM	:30
90			9:26:01 PM	:30
91	Sat	05/31/2025	1:56:01 AM	:30
92			6:28:01 AM	:30
93			9:57:01 AM	:30
94			10:57:11 AM	:30
95			3:27:11 PM	:30
96			9:55:31 PM	:30

TOTAL AIRINGS: 96 | TOTAL BROADCAST TIME: 2880 Seconds :30 ea.

Certification: The above information is accurate and complete to the best of my knowledge. This report is maintained in accordance with FCC EEO recordkeeping requirements.

BRN Production Order

Groups

- All Stations
- All Sat-Fed
- All Heritage
- All Commercial
- All Non-com

Partner PSA
5a-12a as available
501c3 partners only

All Missouri

- KCCV-AM Kansas City
- KCCV-FM Kansas City
- KJCV-FM St. Joseph
- KAYX Richmond
- KLTE Kirksville
- KSIV-AM St. Louis
- KSIV-FM St. Louis
- KMCV Jefferson City
- KSCV Springfield
- KCRL-FM Lake Ozarks
- KBCV Branson
- KCGR Cape Girardeau

All Kansas

- KCCV-AM Kansas City.
- KCCV-FM Kansas City.
- KJCV-FM St. Joseph.
- KCVT Topeka.
- KCVW Wichita.
- KJRG Newton.
- KKCX Rozell.
- KARF Independence.
- KBMP Enterprise.
- WCRV-AM Memphis, TN.
- WCRT-AM Nashville, TN.
- WECV-FM Nashville, TN.
- Webstream

KASD

- KASD Rapid City, SD
- KLCV Lincoln, NE.
- KCVN Cozad, NE.
- KTFC Sioux City, IA.
- KRNQ Keokuk, IA.
- WFCV-AM Ft. Wayne, IN.
- WFCV-FM Ft. Wayne, IN.
- WMCV Terre Haute, IN.
- KQCV-AM OK City, OK.
- KQCV-FM OK City, OK.
- KTAA Tyler, TX.
- KJCV-AM Jackson Hole, WY.
- KCIV Fresno, CA.
- KAYH Fayetteville, AR.
- KWCV Jonesboro, AR.

Length	Account Name	
:30	OFFICE ADMINISTRATOR OPENING PSA	<input checked="" type="checkbox"/> First-time copy <input type="checkbox"/> Replace current copy <input type="checkbox"/> Add to current rotation <input type="checkbox"/> Extend current rotation
Cart #	Spot Name *(Required)	Start Date End Date Rotation %
34378	OFFICE ADMINISTRATOR OPENING	7/15/25 8/3/25 100
		- - - - Even
		- - - - Even
		- - - - Even
		- - - - Even
		- - - - Even
		- - - - Even
Voice Talent: Robin	Instructions	
Has A. E. received copy approval from client? Yes	6 TIMES PER DAY M-SUN 5A-12A	
Does production need client's approval? No	Copy Script sent to Robin	
Contact Name:		
Email:		
Phone #:		
Dub for Client: <input type="checkbox"/> CD <input type="checkbox"/> MP3		
Is this co-op? <input type="checkbox"/> Yes Provide Word Doc Script	P.O Submitted By: Todd Payne	
Traffic:	Production:	
Date Completed: 7/11/25 Initials: bee	Date Completed: - -	Initials:

7/14/25

BOTT RADIO NETWORK

BRN Careers- WCRV
Office Administrator

CART # 34378

CLIENT: WCRV- Office Administrator

DATES: 7/15/25 - 8/3/25

LENGTH: 30-sec

WRITER: WCRV / Robin Etheridge

directions

Voice:

- 1
- 2
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- 4
- :15 5
- 6
- 7
- 8
- :30 9
- 10
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- 18
- :45 19

TYPE COPY IN ALL CAPS... DO NOT CHANGE THE SIZE OR TYPE OF FONT

BOTT RADIO NETWORK IN MEMPHIS IS LOOKING FOR AN ORGANIZED AND FRIENDLY OFFICE ADMINISTRATOR TO JOIN OUR TEAM! YOU'LL NEED EXCELLENT LEADERSHIP, TIME MANAGEMENT AND ORGANIZATIONAL SKILLS, ALONG WITH THREE YEARS OF PROVEN OFFICE EXPERIENCE. IF YOU HAVE A GREAT WORKING KNOWLEDGE OF THE MICROSOFT OFFICE SUITE, AND OUTSTANDING COMMUNICATION SKILLS, SEND YOUR RESUME TO EMPLOYMENT AT BOTT RADIO NETWORK DOT COM. EMPLOYMENT AT BOTT RADIO NETWORK DOT COM. NO CALLS PLEASE. B-R-N IS AN EQUAL OPPORTUNITY EMPLOYER.

EEO Public Service Announcement Report

OFFICE ADMINISTRATOR

This report documents all on-air EEO Public Service Announcements for this position as broadcast by WCRV during the reporting period, in compliance with FCC Equal Employment Opportunity regulations.

SPOT REPORT SUMMARY

Station	WCRV — Memphis, TN	Report Date	March 18, 2026
Position	OFFICE ADMINISTRATOR	Cart Number	Cart #34378
Spot Title	Office Administrator Opening		
Campaign Start	Tue 07/15/2025	Campaign End	Fri 07/25/2025
Total Airings	61	Days Aired	11
Total Broadcast	1830 Seconds	Avg per Day	5.5 airings
Spot Duration	:30 Seconds	Total Minutes	30.5 min

Complete Airing Log

OFFICE ADMINISTRATOR

Office Administrator Opening

#	Day	Date	Time	Seconds
1	Tue	07/15/2025	6:56:01 AM	:30
2			9:25:31 AM	:30
3			10:29:01 AM	:30
4			11:26:31 AM	:30
5			2:36:46 PM	:30
6			8:56:01 PM	:30
7	Wed	07/16/2025	2:28:31 AM	:30
8			3:57:31 AM	:30
9			12:56:31 PM	:30
10			2:46:31 PM	:30
11			7:56:01 PM	:30
12	Thu	07/17/2025	7:25:31 AM	:30
13			8:56:01 PM	:30
14			11:55:31 PM	:30
15	Fri	07/18/2025	12:25:31 PM	:30
16			2:46:31 PM	:30

WCRV — Memphis, TN

EEO Report One · OFFICE ADMINISTRATOR

Bott Radio Network

Cart #34378

March 18, 2026

17			8:56:01 PM	:30
18			11:55:31 PM	:30
19	Sat	07/19/2025	4:59:01 AM	:30
20			6:01:31 AM	:30
21			9:57:01 AM	:30
22			3:27:11 PM	:30
23			4:57:01 PM	:30
24			7:55:31 PM	:30
25			11:28:11 PM	:30
26	Sun	07/20/2025	5:58:01 AM	:30
27			10:28:16 AM	:30
28			11:28:11 AM	:30
29			1:29:31 PM	:30
30			5:29:41 PM	:30
31			6:26:01 PM	:30
32	Mon	07/21/2025	9:56:01 AM	:30
33			11:26:31 AM	:30
34			12:56:31 PM	:30
35			3:26:31 PM	:30
36			6:28:41 PM	:30
37			10:27:31 PM	:30
38	Tue	07/22/2025	6:25:31 AM	:30
39			11:26:31 AM	:30
40			12:25:31 PM	:30
41			1:29:01 PM	:30
42			6:57:01 PM	:30
43			8:56:01 PM	:30
44			10:27:31 PM	:30
45	Wed	07/23/2025	5:58:01 AM	:30
46			11:56:01 AM	:30
47			12:56:31 PM	:30
48			1:57:01 PM	:30
49			2:57:01 PM	:30

50			8:56:01 PM	:30
51			11:55:31 PM	:30
52	Thu	07/24/2025	7:25:31 AM	:30
53			10:58:31 AM	:30
54			1:01:31 PM	:30
55			2:36:46 PM	:30
56			8:28:01 PM	:30
57	Fri	07/25/2025	5:29:01 AM	:30
58			10:29:01 AM	:30
59			2:26:01 PM	:30
60			6:28:41 PM	:30
61			10:27:31 PM	:30

TOTAL AIRINGS: 61 | TOTAL BROADCAST TIME: 1830 Seconds :30 ea.

Certification: The above information is accurate and complete to the best of my knowledge. This report is maintained in accordance with FCC EEO recordkeeping requirements.

Handshake

*The Handshake app is a website used by Career Development Offices to direct college students to current job listings. Over 2,000 schools were made aware of the Office Administrator position for Bott Radio Network, Memphis.

Job title	Location	Job owner	Open	Close	Applications	Matches	Schools
Office Administrator #10057629 - Job	Memphis, Tennessee Onsite	Diana A OFFICE ADMINISTRATOR	7/15/2025	1/16/2026	65	0	2266

Requested schools

Your job has been shared with the following schools, as well as more than 1400 schools in the [Handshake open network](#)

Basic information

Job description

The Office Administrator position requires a high level of organization and self-motivation. Assisting the Regional Manager, overseeing the proper maintenance and function of office equipment and supplies, and representing BRN in various venues are critical to successfully perform this job well.

Position details

Job title

Office Administrator

Position type

Job

Work-Study program

No

Location requirements

Location type

Onsite

Onsite location

Memphis, Tennessee, United States

EEO Training Attendees

9/25/25

Todd Payne

Todd Payne

Byron Tyler

Byron Tyler

Autumn Rushing

Autumn Rushing



EEO Training in Ste 100 9/25/25

From Bekah Eisman <beisman@bottradionetwork.com>

Date Mon 9/22/2025 12:53 PM

To David Childs <dchilds@bottradionetwork.com>

Cc Todd Payne <tpayne@bottradionetwork.com>; Autumn Rushing <arushing@bottradionetwork.com>; Byron Tyler <btyler@bottradionetwork.com>; Joseph Palmer <jpalmer@bottradionetwork.com>; Susan Leatherwood <sleatherwood@bottradionetwork.com>; Shirley Gossett <sgossett@bottradionetwork.com>; Joy Hackney <jhackney@bottradionetwork.com>; Rocky Johnson <rjohnson@bottradionetwork.com>; Aaron Stone <astone@bottradionetwork.com>

David,

Will you send the invite for the EEO Training on Thursday 9/25, or do I need to do that? If me how? Also, where do I send the .pdf file?

Invites:

Todd Payne tpayne@bottradionetwork.com; Autumn Rushing arushing@bottradionetwork.com; Byron Tyler btyler@bottradionetwork.com; Joseph Palmer jpalmer@bottradionetwork.com; Susan Leatherwood sleatherwood@bottradionetwork.com; Shirley Gossett sgossett@bottradionetwork.com; Joy Hackney jhackney@bottradionetwork.com; Rocky 'Alan' Johnson rjohnson@bottradionetwork.com; Aaron Stone astone@bottradionetwork.com

Thanks,

Bekah Eisman
Bott Radio Network - Human Resource Mgr
913-693-5709 direct / 913-642-0512 (fax)
Listen live at www.bottradionetwork.com

~ May you always walk close and wear dust from HIS feet ~

***** NOTICE - PRIVATE AND CONFIDENTIAL *****

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Thank you for your assistance.

Equal Employment Opportunity

Notes

1. We are a 501c-4, not a religious organization and cannot ask about their religious affiliation. But we can use the video during the interview process and ask if they understand our values.
2. Recruitment is for full-time positions
3. Notify: what the job is, when we put it on air, where we put ads in general.
4. Engage: In addition to the slide options, *we can post once a month about general interest in radio which equals ¼ of a prong. Paperwork for airing things includes a PO and confirmation. Make sure I ask traffic for a confirmation even though it's a PSA.* Job fairs are also a ¼ prong.
5. The purpose of this is to ensure that every group is aware of the opportunities we offer, especially minority groups/organizations.
6. "Avoid using hourly personnel" doesn't mean hourly people CAN'T do job fairs, we just don't want a lot of overtime so if I work a job fair, in the same week, take off those hours.
7. Interns: All major radio networks have been sued and lost because of interns. We do not use paid interns. Must be in connection with a school program, classroom setting.
Scheduled
8. Record Keeping: Filed in Federal data base that anybody can access.
 - a. Contemporaneously: Record asap and file/submit
 - b. Reporting: Take pictures, keep receipts, (station tours of groups count for ½ a prong)
 - c. Must submit this year's and next year's plans.
9. Marginalia – Do NOT make notes on the resume and that can be subpoenaed. What we have in our files can be subpoenaed but HR's cannot. Make notes on my questions and submit those to HR. If ever in doubt, call and ask.
10. Today's meeting will count toward 2026.

A. Rushing
9.25.25

EEO Training Participants

1/22/26

Articles

“Wells Fargo Pays Hefty Penalties for Fake Interviews”

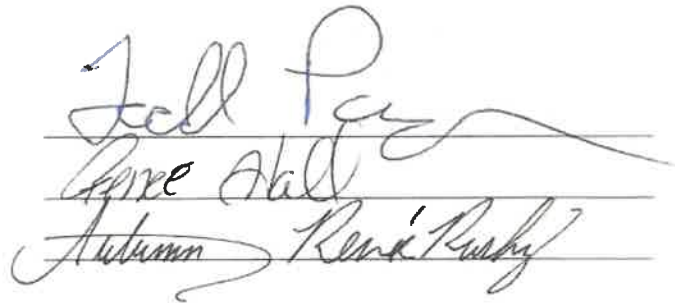
&

“Best Practices Regarding the Role of Social Media in Hiring and Firing Decisions”

Todd Payne

Renee Hall

Autumn Rushing

The image shows three handwritten signatures in blue ink, each written over a horizontal line. The first signature is 'Todd Payne', the second is 'Renee Hall', and the third is 'Autumn Rushing'. The signatures are written in a cursive style.

Wells Fargo pays hefty penalties for fake interviews

No applicant wants to think a potential employer is wasting their time. It's one thing to lose out to a more qualified applicant. But when you learn you've been ghosted after a promising interview because the candidate had been pre-chosen, it's hard to fathom. That's what happened to individuals applying for banking positions at Wells Fargo. And now those applicants will share in an \$85 million settlement for their trouble.

Wells Fargo created a diversity initiative program and touted it in shareholder announcements. But soon insiders talked with reporters and revealed they had been called in for interviews to satisfy a supposed Wells Fargo requirement that all open positions consider a diverse slate of candidates. The problem with that policy, insiders alleged, was that hiring managers had already chosen a candidate, and the additional candidates interviewed would not be picked. In other words, the interviews were sham interviews.

Lawsuits followed. Now, the case has settled for \$85 million. Once finally approved, the court will determine which candidates are entitled to payment from the fund and which shareholders were deceived by the plan.

Best practices regarding the role of social media in hiring and firing decisions

It's the rare adult who lacks a social media presence that's accessible to the public. That means hiring managers and HR professionals can easily learn a lot about an applicant even before scheduling an interview. Age, sex, religion, disability and marital status are some of the characteristics commonly revealed by the most cursory—or accidental—social media search. Even if you can access sensitive information doesn't mean you should. Here are some suggestions for a social media policy that avoids legal problems.

General social media presence. Employers frequently have a social media presence, at least on professional sites like LinkedIn, a networking service. No doubt many of your employees do, too, and follow you company, schools they attended, co-workers, professional organizations and even former employers. Others likely follow you and your company as part of their career networking.

There's no reason you should discourage this, even if that means you learn a lot about people you haven't met. That's how networking works offline, too. In fact, building such relationships is smart outreach, should you have job openings to fill. It can be part of your recruiting strategy. Don't hesitate to post opportunities and ask connections to share them. You can even reach out directly to those indicating they're "open to work."

Social media during the hiring process. Once you are into the actual hiring process, it's important to limit the information you search for via social media. You should not seek out information on an applicant's protected classes and use that information to exclude or include the applicant in the next hiring phase. For example, protected classification should play no

role in who you call for an interview and who you don't. It's best to never have been exposed to characteristics like age, sex, religion, race or nationality, but that's near impossible.

Avoid false accusations by documenting your selection process, highlighting the criteria you used. That includes education, experience and skills. Warn hiring managers that they can't ask about or consider other factors, however discovered, and ban further social media searches during this pre-hire stage. Under no circumstances should anyone involved in hiring request or demand access to social media set to "private," as that is illegal in many states.

Social media and discipline. You can and should have a solid social media policy for all current employees. That policy should clarify that employees who aren't authorized by the company to do so may not make social media posts that appear to come from the company. Get legal guidance, however, before you bar any critical social media posts that deal with working conditions. Doing so may violate the National Labor Relations Act.

Racist, sexist or other posts aimed at co-workers or customers are another matter. These can be banned as they may create a hostile environment. It also doesn't hurt to include an at-will statement in the social media policy, clarifying your right to terminate workers for any legal reason.

Recently, some employers have fired workers over their social media posts on politics, including pro-Palestinian views or glee over political assassinations. Before acting, be sure to consult counsel. Whether these firings will stand up in court remains an open question, especially in states that have workplace protections for political beliefs.



EEO Webinar for Hiring Managers

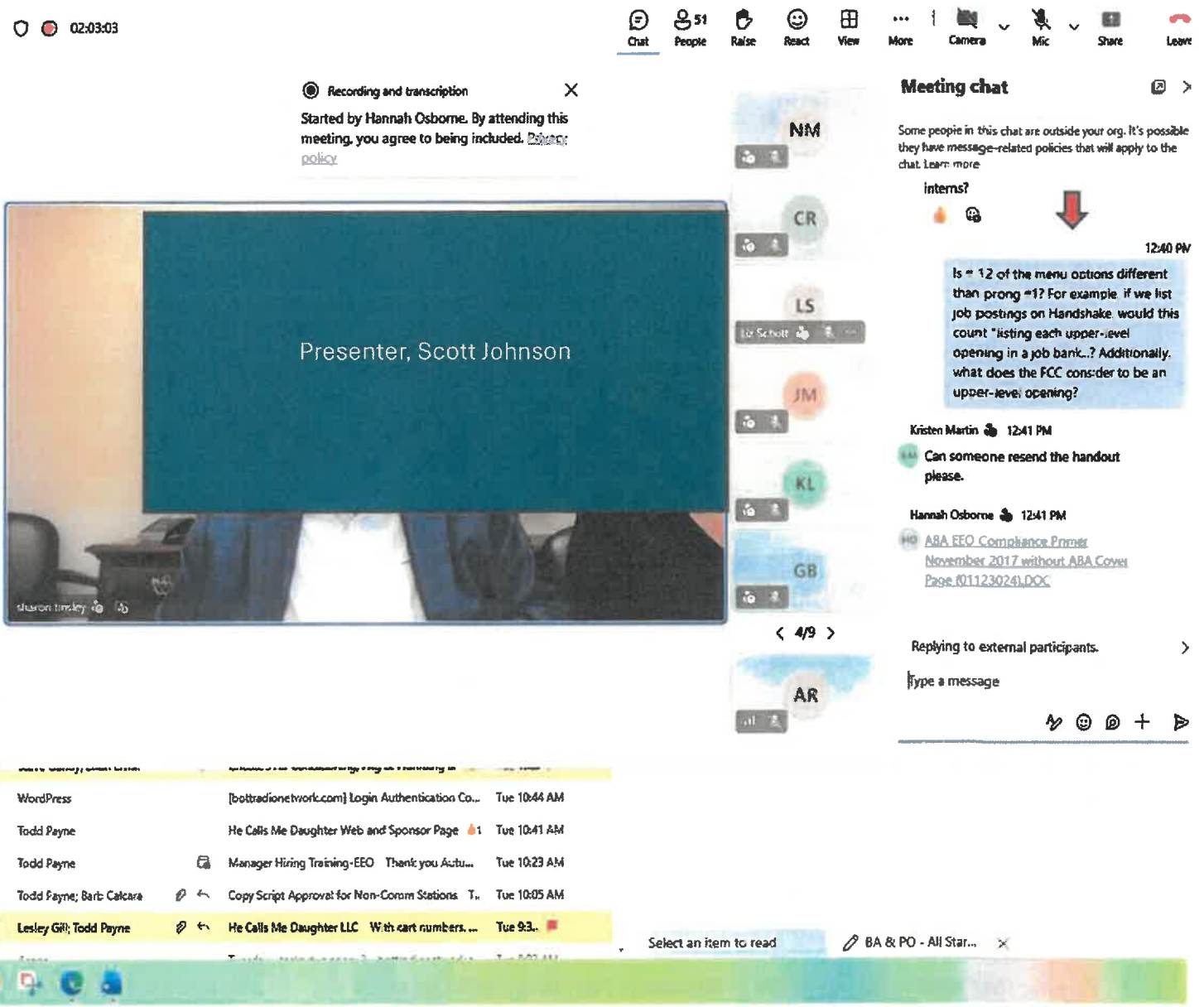
3/11/26

Todd Payne

Autumn Rushing



Handwritten signatures of Todd Payne and Autumn Rushing, each written on a horizontal line.



I, Autumn Rushing, asked the question indicated by the red arrow. It reads “Is #12 of the menu options different than prong #1? For example, if we list job postings on Handshake, would this count “listing each upper-level opening in a job bank...? Additionally, what does the FCC consider to be an upper-level opening?” The answer was, “yes, it would count for both.”

 Outlook

EEO Webinar Completion Confirmation & Handout

From Hallie Colombo <Hallie@tabtn.org>

Date Thu 3/12/2026 7:59 AM

To Hallie Colombo <Hallie@tabtn.org>

Cc Chris Baker <chris@tabtn.org>; Brenda Heidt <brenda@tabtn.org>

 1 attachment (392 KB)

EEO Compliance Primer- Scott Johnson 03-09-2026.pdf;

Good morning, everyone!

Thank you all for participating in our 1-hour EEO webinar for Hiring Managers yesterday, March 11, 2026, hosted by Scott Johnson. **Please use this email, along with the attached handout that Scott shared, as confirmation of completion for your EEO public file report.**

Please let me know if you have any questions or need anything further from us at this time.

Thanks so much!

Hallie Colombo

Membership Director



Tennessee Association
of Broadcasters

Phone: (615) 365-1840, Cell: (865) 405-8407, Fax: (615) 365-1842
2 International Plaza Dr., Suite 902, Nashville, TN 37217
www.tabtn.org



TAB
Tennessee Association
of Broadcasters

A PRIMER ON COMPLIANCE WITH FCC EEO REQUIREMENTS

M. Scott Johnson

**Smithwick & Belendiuk, PC
5028 Wisconsin Avenue, N.W.
Washington, D.C. 20016
202-256-5941
Sjohnson@fccworld.com**

Copyright March 2026

BRN Production Order

Groups

- All Stations
- All Sat-Fed
- All Heritage
- All Commercial
- All Non-com

Partner PSA
5a-12a as available
501c3 partners only

- All Missouri**
- KCCV-AM *Kansas City*
- KCCV-FM *Kansas City*
- KJCV-FM *St. Joseph*
- KAYX *Richmond*
- KLTE *Kirksville*
- KSIV-AM *St. Louis*
- KSIV-FM *St. Louis*
- KMCV *Jefferson City*
- KSCV *Springfield*
- KCRL-FM *Lake Ozarks*
- KBCV *Branson*
- KCGR *Cape Girardeau*

- All Kansas**
- KCCV-AM *Kansas City.*
- KCCV-FM *Kansas City.*
- KJCV-FM *St. Joseph.*
- KCVT *Topeka.*
- KCVW *Wichita.*
- KJRG *Newton.*
- KKCV *Rozell.*
- KARF *Independence.*
- KBMP *Enterprise.*
- WCRV-AM *Memphis, TN.*
- WCRT-AM *Nashville, TN.*
- WECV-FM *Nashville, TN.*
- Webstream

- KASD *Rapid City, SD*
- KLCV *Lincoln, NE.*
- KCVN *Cozad, NE.*
- KTFC *Sioux City, IA.*
- KRNQ *Keokuk, IA.*
- WFCV-AM *Ft. Wayne, IN.*
- WFCV-FM *Ft. Wayne, IN.*
- WMCV *Terre Haute, IN.*
- KQCV-AM *OK City, OK.*
- KQCV-FM *OK City, OK.*
- KTAA *Tyler, TX.*
- KJCV-AM *Jackson Hole, WY*
- KCIV *Fresno, CA.*
- KAYH *Fayetteville, AR.*
- KWCV *Jonesboro, AR.*

Length	Account Name	
:30	BRN Careers-WCRV PSA	<input checked="" type="checkbox"/> First-time copy <input type="checkbox"/> Replace current copy <input type="checkbox"/> Add to current rotation <input type="checkbox"/> Extend current rotation
Cart #	Spot Name *(Required)	Start Date End Date Rotation %
36291	A/E Position-NW Mississippi & Memphis	3/12/26 4/30/26 Even
	36291 ?	- - - - Even
		- - - - Even
		- - - - Even
		- - - - Even
		- - - - Even
Announcer: Robin Etheridge		Instructions Please air 4x/day, 5a-12a, daily until 4/30/26 P.O Submitted By: A. Rushing Production: Date Completed: 3-11-2026 Initials:
Has A. E. received copy approval from client? No		
Does production need client's approval? No		
Contact Name:		
Email:		
Phone #:		
Dub for Client: <input type="checkbox"/> CD <input type="checkbox"/> MP3		
Is this co-op? <input type="checkbox"/> Yes - Provide Word Doc Script		
Traffic:		
Date Completed: 3/10/26 Initials: bee		

BOTT RADIO NETWORK

BRN Careers- WCRV
A/E position- NW Mississippi & Memphis

CLIENT: BRN Careers- WCRV

DATES: _____

LENGTH: 30-sec

CART # _____

WRITER: Robin Etheridge

directions

Voice:
**Robin
Etheridge**

- 1
- 2
- 3
- 4
- :15
- 5
- 6
- 7
- 8
- :30
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- :60
- 19

TYPE COPY IN ALL CAPS... DO NOT CHANGE THE SIZE OR TYPE OF FONT

BOTT RADIO NETWORK IS LOOKING FOR A DEDICATED ACCOUNT EXECUTIVE TO COVER NORTHWEST MISSISSIPPI AND THE MEMPHIS METRO AREA. IF YOU'RE PASSIONATE ABOUT CHRISTIAN TALK RADIO WITH A MINIMUM THREE YEARS OF PROVEN SALES OR DEVELOPMENT EXPERIENCE, SEND US YOUR RESUME! COLLEGE DEGREE AND EXPERIENCE WITH LOCAL MEDIA PREFERRED. FOR MORE INFORMATION GO TO BOTT RADIO NETWORK DOT COM SLASH CAREERS. BOTT RADIO NETWORK DOT COM SLASH CAREERS. ***BRN IS AN EQUAL OPPORTUNITY EMPLOYER***

EEO Public Service Announcement Report

NW ARKANSAS — SALES ACCOUNT EXECUTIVE

This report documents all on-air EEO Public Service Announcements for this position as broadcast by WCRV during the reporting period, in compliance with FCC Equal Employment Opportunity regulations.

SPOT REPORT SUMMARY

Station	WCRV — Memphis, TN	Report Date	March 18, 2026
Position	NW ARKANSAS — SALES ACCOUNT EXECUTIVE	Cart Number	Cart #33392
Spot Title	NW Arkansas Sales Account Executive		
Campaign Start	Thu 03/12/2026	Campaign End	Sat 03/21/2026
Total Airings	58	Days Aired	10
Total Broadcast	1740 Seconds	Avg per Day	5.8 airings
Spot Duration	:30 Seconds	Total Minutes	29.0 min

Complete Airing Log

NW ARKANSAS — SALES ACCOUNT EXECUTIVE

NW Arkansas Sales Account Executive

#	Day	Date	Time	Seconds
1	Thu	03/12/2026	6:26:01 AM	:30
2			7:28:31 AM	:30
3			12:26:01 PM	:30
4			1:28:26 PM	:30
5			9:57:01 PM	:30
6			10:57:01 PM	:30
7	Fri	03/13/2026	7:28:31 AM	:30
8			11:26:01 AM	:30
9			1:02:01 PM	:30
10			2:27:01 PM	:30
11			4:03:01 PM	:30
12			10:29:01 PM	:30
13	Sat	03/14/2026	6:01:31 AM	:30
14			9:57:01 AM	:30
15			11:26:31 AM	:30
16			12:57:01 PM	:30

WCRV — Memphis, TN

EEO Report One · NW ARKANSAS — SALES ACCOUNT EXECUTIVE

Bott Radio Network

Cart #33392

March 18, 2026

17			1:57:01 PM	:30
18			8:58:01 PM	:30
19	Sun	03/15/2026	5:59:01 AM	:30
20			2:58:01 PM	:30
21			5:25:31 PM	:30
22			7:57:01 PM	:30
23			9:26:31 PM	:30
24	Mon	03/16/2026	6:26:01 AM	:30
25			8:57:01 AM	:30
26			1:02:01 PM	:30
27			1:57:01 PM	:30
28			6:58:01 PM	:30
29	Tue	03/17/2026	7:28:31 AM	:30
30			10:57:01 AM	:30
31			11:56:31 AM	:30
32			2:27:01 PM	:30
33			3:26:01 PM	:30
34			6:58:01 PM	:30
35	Wed	03/18/2026	7:28:31 AM	:30
36			10:03:01 AM	:30
37			11:56:31 AM	:30
38			1:28:26 PM	:30
39			6:58:01 PM	:30
40			10:57:01 PM	:30
41	Thu	03/19/2026	5:01:31 AM	:30
42			6:26:01 AM	:30
43			2:27:01 PM	:30
44			3:59:01 PM	:30
45			9:57:01 PM	:30
46			10:57:01 PM	:30
47	Fri	03/20/2026	8:27:36 AM	:30
48			9:28:31 AM	:30
49			10:57:01 AM	:30

WCRV — Memphis, TN

EEO Report One · NW ARKANSAS — SALES ACCOUNT EXECUTIVE

Bott Radio Network

Cart #33392

March 18, 2026

50			2:16:01 PM	:30
51			3:26:01 PM	:30
52			10:29:01 PM	:30
53	Sat	03/21/2026	5:57:01 AM	:30
54			7:29:01 AM	:30
55			2:57:31 PM	:30
56			4:56:31 PM	:30
57			7:01:31 PM	:30
58			11:55:31 PM	:30

TOTAL AIRINGS: 58 | TOTAL BROADCAST TIME: 1740 Seconds | :30 ea.

Certification: The above information is accurate and complete to the best of my knowledge. This report is maintained in accordance with FCC EEO recordkeeping requirements.

 Outlook

Thank you for your Purchase with NRB CRM:0001178

From NRB Admin <uxadmin@nrb.org>

Date Wed 3/18/2026 10:11 AM

To Autumn Rushing <arushing@bottradionetwork.com>

You don't often get email from uxadmin@nrb.org. [Learn why this is important](#)



Dear Autumn:

Thank you for your payment. A copy of your receipt is below.

Date of Purchase: 3/18/2026

Order #: SC-C-516583-CE3J7

Payment:

Gift Card: -

Bill To: Autumn Rushing

PO #: -

Bill To Address

Autumn Rushing

Invoice	Product	Unit Price	Quantity	Discount	Charges
INV-36764-H8M4N2	NRB Career Classifieds	\$0.00	1	\$0.00	\$0.00
Total Charges:					\$0.00
Sales Tax:					\$0.00
Order Total:					\$0.00
Gift Card:					\$0.00
Payment:					\$0.00
Balance Due					\$0.00

Thank you,
NRB

 Outlook

Account executive posting

From Renee Hall <rhall@bottradionetwork.com>
Date Wed 3/18/2026 2:54 PM
To Autumn Rushing <arushing@bottradionetwork.com>

Autumn

I have gone into our portal and posted the job at Southaven and Olive Branch Chambers Emailed Shelby with a copy of the job posting.

Following up with phone calls to be sure they are going to be posted.

I have them all for one month if we have not found someone I have set a reminder to renew the post.

Renee B. Hall

Community Relations Representative

Bott Radio Network – WCRV - Memphis/Mid-South

640AM, 100.7FM, 93.7FM.

6401 Poplar Ave. Suite 640

Memphis, TN 39119

901-763-4640

rhall@bottradionetwork.com

follow us on social media

<https://facebook.com/BottRadioNetworkMemphisMidSouth>

Bott Radio Network-For your life.

Do nothing from selfish ambition or conceit but in humility regard others as better than yourselves. Let each of you not look to your own interest but to the interests of others. Phillipians 2:3-4

Name of Respondent: Richard P. Bott, II

Signature: 

Typed Name: Richard P. Bott, II

Title: Vice President

Date: 3/24/2026

Telephone Number: (913) 642-7770

