



OREGON PUBLIC BROADCASTING
ANNUAL EEO REPORT

For the period commencing October 1, 2008 and ending September 30, 2009

This report lists all full-time vacancies that were filled during the reporting period for KOAB-FM/Bend, KOPB-AM/Eugene, KOGL-FM/ Gleneden Beach, KOTD-FM/The Dalles, KRBM-FM/Pendleton, KOPB-FM/Portland, KOAC-TV/Corvallis, KOAB-TV/Bend, KTVR-TV/LaGrande, KEPB-TV/ Eugene, KTMK-FM/Tillamook, KOPB-TV/Portland. Oregon Public Broadcasting also has employees who work at noncommercial educational Station KMHD(FM), Gresham Oregon, under an Operating Agreement with the licensee of that station that took effect as of July 1, 2009, and hires for that station by OPB are also included.

FULL TIME VACANCIES: (all full time vacancies are located in Portland, OR unless noted)

Job Title	Total Interviewed for the Position	Recruitment Sources / Total Number Referred by Recruitment Source	Recruitment Source that Referred the Hiree
Morning Edition Host 10/6/08	6	Oregonian newspaper (1) OPB Web site (2) OPB First Class – email sent to all OPB employees (2) Staff Lounge Local Affirmative Action (see attached listing) WY – WHY, Inc. RB – Radio Billings, Inc. CSC – Chinese Service Center UL – Urban League Craigslist JournalismJobs.com (1) Journalismnext.com Newslink.com DACS/PRSS– Direct Access Communication System Public Radio Satellite System	OPB Website

<p>Chief Engineer 10/6/08</p>	<p>3</p>	<p>Oregonian OPB Web site OPB First Class - email sent to all OPB employees (1) Staff Lounge Local Affirmative Action (see attached listing) Craigslis Urban League SBE – Society of Broadcast Engineers (2) OAB – Oregon Assoc. of Broadcasters NSBE -National Society of Black Engineers SHE – Society of Hispanic Engineers SBE124 – Society of Broadcast Engineers</p>	<p>Employee referral based on the email sent to all OPB employees (OPB First Class)</p>
<p>Systems Administrator 11/13/08</p>	<p>5</p>	<p>OPB Staff Lounge OPB Web site (1) OPB First Class – email sent to all OPB employees Local Affirmative Action (see attached listing) Chinese Service Center Portland Mercury (online) Willamette Week (online) Craigslis (4)</p>	<p>OPB Website</p>
<p>Leadership Giving Coordinator 11/17/08</p>	<p>6</p>	<p>Oregonian OPB Staff Lounge OPB Web site (3) OPB First Class – email sent to all OPB employees Local Affirmative Action (see attached listing) Craigslis (3) Portland Mercury (online) Willamette Week (online) WVDO – Willamette Valley Development Officers</p>	<p>OPB Website</p>

<p>Asst. Program Director 7/20/09</p>	<p>5</p>	<p>OPB Staff Lounge OPB Web site (3) OPB First Class – email sent to all OPB employees Local Affirmative Action (see attached listing) Craigslis Portland Mercury (online) Willamette Week (online) KMHD volunteer listserv Tvandradijobs.com Radioandrecords.com Airtalents.com Bestradiojobs.com Allaccess.com PRPD (public radio program director’s web) Lynne Clendenin (1) KMHD - Mancuso (1)</p>	<p>OPB Website</p>
<p>Radio Ops Coordinator 8/14/09</p>	<p>9</p>	<p>OPB Staff Lounge OPB Web site (3) OPB First Class – email sent to all OPB employees Local Affirmative Action (see attached listing) Craigslis (1) Portland Mercury (online) Willamette Week (online) OAB – Oregon Assoc. of Broadcasters PRPD (public radio program director’s web site) Allaccess.com Tvandradijobs.com Radioandrecords.com Airtalents.com MassMediajobs.com (1) DACS/PRSS– Direct Access Communication System Public Radio Satellite System (1) KMHD (1) Northwest Public Radio (1) Unknown Source (1)</p>	<p>PRSS</p>

RESOURCE AGENCIES

On our website (opb.org/insideopb/careers/jobs), we provide an opportunity for organizations to be added to our job opening mailing list. Those that have requested this notification are marked with the symbol *.

Name / Title	Company	Address	Phone
Charlie	Affiliated Tribes of Northwest Indians	atni@spiritone.com	503-249-1443
	Air Talents	Airtalents.com	
	All Access	Allaccess.com	
	American Payroll Assn (national, Portland and Salem chapters)	www.americanpayroll.org www.apa.portland.org/ www.apaheartor.org	
	Bestradiojobs.com		
	CareerBuilder	www.careerbuilder.com	800-891-8880
Christine Lau	Chinese Service Center	3430 SE Powell Portland, OR 97202	(503)-872-8822
	Community Nonprofit Resource Group Corporation for Public Broadcasting	cnrg@cnrg.portland.org 401 Ninth Street, NW Washington, DC 20004-2129 www.cpb.org	202-879-9600
	Craigslist	www.craigslist.com jobs@craigslist.com	
	Current	1612 K St NW, Suite 704 Washington, DC 20006	202-463-7055
Gary Val Allen	*Goodwill Job Connection	gvanallen.gicw.org	(503) 238-6100
Sharon Hasenjaeger	Institute for Nonprofit Mgmt	INPM@pdx.edu	
	Journalism Jobs (Columbia Journalism Review)	www.journalismjobs.com	510-653-1521
	Journalism Next	Journalismnext.com	
	Journalists of Color	P O Box 30846 Bethesda, MD 20824	703-629-0178
Marcia Hocker	KMHD listserv	Marcia Hocker mkhocker@verizon.net	
Taylor David	The Klamath Tribes Newsletter	taylor.david@klamathtribes.com	541-783-2219 *147

	Local SBE chapter (Portland area)	www.sbe124.org	
L Nevius	*Marys Woods Retirement Community	LNevious@maryswoods.com	
	Mass Mediajobs.com	Massmediajobs.com	
	National Association of Hispanic Journalists	1000 National Press Building 529 14 St, NW Washington, DC 20045-2001 www.nahj.org	202-662-7145
	National Society of Black Engineers	NSBE.org	
	News Link	Newslink.com	
Noah Waxman	North America Radio Netherlands	Noah.waxman@rnw.nl	
LouAnne Tabada	NW Oregon Volunteer Administrators Assn	ltabada@soor.org	
	NW Public Radio	NWPR.org	
	*Oregon Advocacy Commission's Office (OACO)	OACO.mail@das.state.or.us	
	Oregon Assn of Broadcasters (OAB)	www.theoab.org	
Everette Rice	*Oregon Commission on Black Affairs (OCBA)	Ocba!qwest.net	
Jeanette Hopson	The Oregonian www.oregonlive.com	1320 Broadway Portland, OR 97201	503-221-8402
	PBSX / Public Broadcasting Express, Connect	1320 Braddock Place Alexandria, VA 22314	703-739-5090
	Portland Advertising Federation	www.portlandadfederation.com	
Renee Mitchell	Portland Association of Black Journalists	rmitch@news.oregonian.com	
	Portland Mercury News	mercuryclassifieds@portlandmercury.com	
	Public Broadcasting Management Assn	www.pbma.org	
	Public Radio Program Directors (PRPD)	PRPD.org	
	Public Radio Satellite System (PRSS)		
	Public Relations Society of America	www.prsa-portland.org	

	Radioandrecords.com		
	Radio Bilingue, Inc.	hmeza@radio.org	
	Society of Broadcast Engineers (SBE)	www.sbe.org	
	SBE124 Society of Broadcast Engineers Chapter 124	SBE124.org	
	Society of Hispanic Engineers	SHPE.org	
	Tvandradiojobs.com		
	Urban League of Portland	10 N. Russell Portland, OR 97227	503-280-2600
	WHYY, Inc. Wider Horizons for You and Yours	WHYY.org	
	Willamette Week	Portland.wweek.com support@backpage.com	
Sharon Wood	Willamette Valley Development Officers (WVDO) www.wvdo_or.org	619 SW 11 th Avenue, Suite 1121 Portland, OR 97205	503-274-1977

SUPPLEMENTAL OUTREACH ACTIVITIES:

Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

OPB's internships are updated and enhanced annually. This past year we added internships in our Radio department for KMHD Jazz Radio. In addition to three internships with stipends, we offer internships throughout the organization. See Internship descriptions near the end of this report.

The John R. Tuttle Internship is a summer internship with a stipend in telecommunications and broadcast journalism that enables an outstanding college or university student to spend the summer studying the field full time in a hands-on environment. Eligible applicants must contribute to diversity in his or her community. The Maynard E. Orme Internships with stipends were established in honor of Maynard's considerable contributions to OPB to encourage students to cultivate skills in the development and production of high-quality news and public affairs programming.

Listing of upper-level category openings in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

For both the Chief Engineer and Assistant Program Director openings we did this both locally and nationally.

Participation in at least four events or programs relating to career opportunities sponsored by educational institutions

OPB senior level staff participated in at least four class events at the University of Oregon, speaking to students, reviewing and critiquing student projects (some student projects may air on OPB TV).

Providing of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Human Resources has in-depth conversations with search committee members prior to interviews in regards to appropriate interviewing styles. Human Resources are also present, and participate, with all interviews.

Participation in activities, other than the fifteen listed options.

News reporters, our managing editor and the VP of News and Public Affairs speak several times a year each with middle school, high school and/or college students about careers in public broadcasting.

Our news staff and local TV producers also host at least four job shadow students (both high school and college) annually. The students' day often includes observing our live show Think Out Loud, following a radio reporter, and/or going on a local TV production shoot.

OPB sought out and completed voluntary EEO certification with the City of Portland, Oregon, which confirms our commitment that OPB does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identify, or source of income; and that OPB takes steps to ensure equal opportunity in all aspects of employment, including but not limited to: hiring, promotion, transfer, advertising, layoff, termination, rates of pay, training, or terms and conditions of employment.

OPB Tour Program – regular tours held for groups and individuals, providing information regarding radio and television broadcasting, at their request.

OPB Open House – held at least annually, opening television and radio studios, providing information about OPB to all who wish to come. Includes opportunities to talk to a variety of staff about careers in broadcasting.

PRONG 2 ORGANIZATIONS – See Local Affirmative Action Listing Below

Goodwill Job Connection
Marys Woods Retirement Community at Marylhurst
Oregon Commission on Black Affairs
Oregon Advocacy Commission

LOCAL AFFIRMATIVE ACTION:

Urban League of Portland
10 N. Russell
Portland, OR 97227
Phone: (503)280-2600

Chinese Service Center
Christine Lau
3430 SE Powell Blvd
Portland, OR 97202
info@ahscpx.org
Phone: (503)872-8822

Oregon Commission on Black Affairs
Everette L. Rice, Commissioner
Everette.L.Rice@state.or.us
ocba@qwest.net
Phone: (971)673-1286

Marys Woods Retirement Community
LNeivus@maryswoods.com

Klamath Tribal Health
Laurel Robinson
3949 S. Sixth Street
Klamath Falls, OR 97603-4746
larobinson@klm.portland.ihs.gov
Phone: (541)882-1487

Portland Association of Black Journalists
Renee Mitchell at:
rmitch@news.oregonian.com

Oregon Advocacy Commission
3218 Pringle Rd SE, Suite 270
Salem, OR 97302
OACO.mail@das.state.or.us

Affiliated Tribes of Northwest Indians
Attn: Charlie
1827 NE 44th Avenue, Suite 130
Portland, OR 97213-1443
atni@spiritone.com

The Klamath Tribes Newsletter
Attn: Taylor David
P.O. Box 436
Chiloquin, OR 97624
Taylor.david@klamathtribes.com

Goodwill Job Connection
Gary Vanallen
gvanallen@gicw.org

NATIONAL AFFIRMATIVE ACTION:

Corporation for Public Broadcasting
401 Ninth Street, NW
Washington, DC 20004
www.cpb.org/jobline

The Career Center
National Association of Broadcasters
1771 "N" Street, NW
Washington, DC 20036
www.nab.org/bcc

National Association of Black Journalists
3100 Taliaferro Hall
University of Maryland
College Park, MD 20742-7717
www.nabj.org

Native American Journalists Assn
University of S. Dakota
414 E. Clark St.
Vermillion, SD 57069
www.naja.com

National Association of Hispanic Journalists
Job Bank
1000 National Press Building
Washington, DC 20045
www.jobbank@nahj.org

Asian American Journalists Association
1182 Market Street, Suite 320
San Francisco, CA 94102
post@aaaja.org

California Chicano News Media Association
USC School of Journalism
3800 S. Figueroa Street
Los Angeles, CA 90037-1206
Sylvia Wells, Office Manager
ccnmaininfo@ccnma.org

Internship Descriptions

Production: Local/National Television

This internship involves the production of long-form television documentaries. Duties may include extensive library research, phone interviews, making set-up calls, dubbing, logging and transcribing tapes, keeping a file of written releases from interviewees, gathering taped releases and transferring them to a master tape, researching film rights, shipping tapes, and sitting in on shoots, editing and post production. Strong writing, interviewing, research and word processing skills are necessary. Basic knowledge of TV production and web-based research helpful.

Production: Project Development, National Television Productions

This internship involves the creation, research, development, and writing of proposals for documentary one-offs and series, Web sites, and educational productions. Duties may include Internet and library research, phone interviews, brainstorming with project team, writing first drafts of proposals, reviewing the work of documentary filmmakers, and administrative tasks. This group does not engage in video production activities.

Production: *Oregon Art Beat* and *Oregon Field Guide*

Assist in the production of local programs on the arts and outdoors. Qualified interns may have the opportunity to produce, or assist in producing, a program segment. Intern must possess strong organizational and writing skills. Duties may include transcribing interviews; providing written description of video; dubbing tapes; writing promos; updating databases, promotional materials and Web site; and working in the field on a limited basis (may require carrying equipment). Interns will have opportunities to observe story editing and posting.

Production: *Oregon Lens*

Assist in the production of a local series designed to showcase the work of independent producers. Qualified interns will have the opportunity to help set up a creative environment to foster better working relationships between OPB and the independent producer community. Intern must possess strong organizational and writing skills. Duties may include working with a database of potential producers, production companies and schools where video production is taught. Other responsibilities may include tasks such as dubbing tapes, writing promos and promotional materials, helping with the production's Web site, and working in the field on a limited basis (may require carrying equipment). This is a very creative opportunity to the intern interested in all aspects of video production.

News

This internship involves assisting with reporting and production of OPB's daily news product. Duties include performing background research, assisting radio or online reporters in the field, conducting interviews, using digital audio editing equipment, and writing stories for broadcast or online use. Extensive coursework in broadcast journalism is necessary. A typical weekly time commitment is 12 hours.

Radio: Think Out Loud

This internship involves assisting with the daily production of OPB Radio's daily current affairs talk show, *Think Out Loud*. Duties include greeting guests, helping with last minute prep for the show, screening calls, managing the contact database, preparing background research, pre-interviewing potential guests, writing blog posts, doing show outreach, pitching show ideas and, potentially, producing entire programs. Experience in broadcast journalism, or a related field, is necessary. A typical weekly time commitment is 16 to 24 hours.

Production: KMHD Jazz Radio

This internship involves the creation, development, and writing of on-air material for KMHD promotions, interviews, shows and creative materials. Duties may include board operation, audio production, writing, spot production, and interview editing.

KMHD Jazz Radio

This internship involves assisting with daily duties at KMHD 89.1 FM. Tasks and learning experiences will include: music library maintenance, on-air host support, board operations for syndicated programs, clerical tasks, preparing materials for promotion, fund-drive assistance and more.

Educational Media

This internship provides opportunities to create web-based content for teachers. These projects involve opportunities for video editing, design, and other production skills. Strong written and oral communication skills; familiarity with personal computers, desktop publishing programs (Word, Photoshop) are necessary. Knowledge of web design and web research a plus. Ability to juggle several projects at one time, work independently and lots of energy and enthusiasm are helpful!

Fund Raising: Corporate Support

This internship will involve assisting in efforts to secure support of the local broadcast of radio and television programs. Tasks and learning experiences will include: researching and collecting prospect information, preparing material and statistical information for client presentation, and preparing and updating a listing of programs available for sponsorship.

Volunteer Management

This internship is in the Volunteer Resources area of the Human Resources and Administration Department. Volunteer Resources is responsible for overseeing the involvement of all unpaid staff (about 2,000 volunteers, interns and work experience students). As a result, an internship would be specifically developed based on an accepted student's skills, background and interests. An internship would involve at least one of the following:

- Research (particularly in civic engagement and other issues related to engaging the community in an organization)
- Training and development
- Program development, management, and/or evaluation

An intern will leave their experience at OPB having furthered their skills in at least one of these areas with the additional benefit of having made an impact on the organization and the community.

Graphics

Work with an energetic creative team to conceive, design, and create graphics to support radio programs, TV programs, web and other institutional needs. The intern should have a strong knowledge of design and production processes, typography, and proficiency with MAC software such as Adobe Photoshop, Illustrator and InDesign.

On-Air Design/ Marketing

Do you love television and visual media? Would you like to help develop the look and feel of OPB TV? This internship involves working with a team to develop on-air elements to support OPB's branding and marketing efforts. This internship may also include work on other projects based on specific program needs and the skills of the intern applicant. Knowledge of market demographics and a strong aesthetic sense are essential! Basic knowledge of mass communications and good verbal and written skills required. Knowledge of TV production and promotion helpful. Computer literacy a must. Ability to juggle several projects at one time, work independently and lots of energy and enthusiasm are helpful!

Fund Raising: Donor and Business Development

Work with Major Gifts Department to research current and potential donors' giving capacity. Assist in the development, implementation and operation of cultivation and stewardship programs. Research prospects for Business Partners, Capital Campaign, Gift Planning, and Major and Mid-Level Giving programs. Learn about all aspects of managing a development program from direct mail solicitation to donor recognition. Assist with production of cultivation special events as needed. Intern must be computer literate, familiar with Microsoft Word, Excel and Access, and a quick learner.

OPB.org Web Site

This internship involves assisting with OPB.org, which also encompasses OPBNews.org, opbmusic.org and opb.org/thinkoutloud. Duties may include assisting web developers with wireframes, site design, content management systems, formatting text and graphics, and updating web pages.

Duties may also include creating content, such as developing online audio and video pieces, performing background research and assisting reporters in the field. Interns may also research and develop content and promotional plans for social networking tools such as Facebook and Twitter.

Required skills include strong oral and written communication, knowledge of Mac OS, experience with text editors, and familiarity with graphic applications such as Photoshop.

Music Program

This internship involves assisting with production of our local music stream and web content. Duties may include assisting music hosts with in-studio performances and interviews, digital audio and video editing, writing for and producing images, audio and video for the Web site, and organizing digital music and CDs.

Prior volunteer or student experience with music and radio required. Experience with digital audio and video editing, Photoshop, and/or digital music playback systems is preferred.