

EEO Report
WGBH Educational Foundation
11/20/11 to 11/18/12

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the employment unit comprised of the following Massachusetts stations: WGBH-TV (Boston), WGBX-TV (Boston), WGBH(FM) (Boston), WCAI(FM) (Woods Hole), WNAN(FM) (Nantucket), WCRB(FM) (Lowell), and WZAI(FM) (Brewster).

All open full-time positions were listed on the WGBH website, the WGBH intranet, the WGBH telephone job line, the job book located in the WGBH studio building lobby, and were posted on bulletin boards internally. In addition, notices of all full-time job openings were sent to the local organizations and agencies listed in Attachment A, below. Attachment B contains a summary of the Supplemental Outreach Initiatives undertaken by the employment unit during the reporting period.

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Managing Director	P0687	Cape Cod Times		3	3	1	No	No
Software Developer	P0119	Dice		9	3			No
Sr Developer	P0704	Craigslst , Columbia, Facebook Page, CPB, NTEN, BostonPostMortem, Dice, Craigslst						No
Production Assistant	P0697			6	6		1 - African American	No
Business & Production Manager	P0634	Mandy.com		6	5			No
Special Projects Assistant	P0678			3	1			No
Mobile Developer	P0705			15	6	3		No
Mgr Dev Ops/Campaign Planning	P0713	LinkedIn , Idealist , AGM, WID, AFP . HireCulture , Current					1 - African American	African American
Market Research Analyst	P0686				2	2		No
Special Projects Assistant	P0716							No
Compliance Manager	P0643	LinkedIn			3		1 - African American	African American
Associate Researcher	P0727							No
Digital Marketing Manager	P0699				2	1		No
Development Associate	P0689	LinkedIn, Idealist, AGM, WID, AFP		10	8	3	1 - African American	No
Digital Content Manager	P0660	LinkedIn , Craigslst, Monster, Bridgestar	Alexis-Twitt	7	6	3	1 - Asian	No
Associate Producer	P0725							No
Web Content Editor	P0709			12	7			No
Research Analyst	P0721							No
Production Assistant	P0730							No

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Administrative Coordinator	P0723			1	1		1 - African American	African American
Business Manager	P0682				1			No
Fundraising Projects Coord	P0734							No
Content Producer	P0726			3	11			No
Field Producer	P0658	Cynopsis		3	4			No
Buiness Manager	P0728						1 - Asian	Asian
Marketing Coordinator	P0714	Craigslst					1 - Hispanic	Hispanic
Research Assistant	P0739						1 - Asian	Asian
Executive Assistant	P0707			7	3	2	1 - African American	No
Content Producer	P0708			10				No
Engineer	P0753						1 - African American	African American
Rights Coordinantor	P0740						1 - African American	No
Executive Assistant	P0691	SimplyHired		11	1		2 - African American, 1 - Hispanic & African American	Hispanic & Native American
Project Manager	P0760			3	7	2		No
Fundraising Projects Coord	P0754			3				No
Asst Grants Administrator	P0744						1 - Asian	Asian
Production Assistant	P0741							No
Account Manager	P0755							No
Asst Grants Administrator	P0743							No
Grants Administrator	P0742			2	1			No
Managing Director	P0764							No

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview w	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Sr Interactive Designer	P0712	Coroflot , Behance , Craigslist , LinkedIn , ALGA , Design Observer, Boston Post Mortem		1				No
Account Executive	P0738							No
Associate Creative Director	P0751							No
Production Coordinator/AEEF	P0758				5			No
Editor	P0757	Cynospis, Mandy.com			9			No
Web Developer	P0766				1			No
Unit Manager	P0732				9	2		No
Development Associate	P0719	HireCulture, Idealist		11	7	4		No
Director of Finance	P0767				1			No
Post Production Supervisor	P0693							No
Account Manager	P0773	LinkedIn, Mediabistro, Craigslist, MomCorps			1		1 - Hispanic	Hispanic
Assistant Editor	P0794							No
Secretary/Office Coordinator	P0752			13	4			No
Marketing Coordinator	P0763			6	6		1 - African American	African American
Editor	P0785/P0786							No
Dir Services/Media Access	P0737							No
Special Projects Assistant	P0781	LinkedIn, Craigslist		6	5			No
Dir of Product & Operations	P0802							No
Account Executive	P0775	LinkedIn, Mediabistro, Craigslist		4	5		1 - Hispanic	No
Senior Account Executive	P0715	LinkedIn, Mediabistro, Craigslist		8	3	2	1 - Hispanic	Hispanic
Radio Production Assistant	P0790				2			No
Special Projects Assistant	P0799			5	2			No

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Production Assistant	P0788				15	2	2 - African American	No
Caption News Broadcast Coord	P0780			3	2			No
Research Assistant	P0749							No
Donor Relations Mgr	P0698	LinkedIn, Idealist, AGM, WID, AFP		12	9		1 - Native American	No
Business Data Analytics Assoc	P0759	Dice, AITP		19	8			No
Reporter	P0731	Mediabistro, Poynter, AAJA, NABJ, NAHJ, NAJA		1	1		1 - Two or more races	Two or more races
Executive Assistant	P0793			6	5	2		no
Radio Production Assistant	P0789			0	8		1 - African American	No
Director Audience Development	P0750							No
Sr Producer	P0823							No
Traffic Manager	P0817				2			no
Business Manager	P0811			3	2		1 - African American	No
Development Associate	P0733	HireCulture, Idealist		11	13	4	2 - Asian	No
Compliance Manager	P0718							no
Fundraising Projects Coord	P0826							No
National Sales Manager	P0800							No
Senior Developer	P0796	LinkedIn Page, Boston Post Mortem Job Board,		4	3		2- Asian	No
Educational Coordinator	P0824							No
Associate Producer	P0828							no
Production Coordinator/AEEF	P0840						1 - Asian	Asian
Radio Associate Producer	P0832							no
Associate Producer	P0838							no

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Senior Account Executive	P0833							no
Describer	P0791	Craigslislist						no
Assistant Director-IT/Bus App	P0779	Dice, LinkedIn					1 - Hispanic	Hispanic
Contracts Manager	P0827							no
Coordinating Producer	P0848							no
Associate Producer	P0845							no
Production Assistant	P0829				1	1		no
Describer	P0808	Craigslislist						no
Post Production Supervisor	P0810	Craigslislist						no
Sr Program Manager	P0680	LinkedIn, Idealist, WID, Current, Simply/Hired		8	6	2	1 - Hispanic	
Radio Associate Producer	P0822				7			no
Special Projects Assistant	P0813			11	3		1 - African American	no
Marketing Coordinator	P0812			9	5		1 - Two or More Races	no
Online Community Manager	P0787			6	3			no
Production Assistant	P0835				2	1	1 - Hispanic	no
Senior Developer	P0860							no
Building Services Technician	P0861						1 - African American	African American
Special Projects Assistant	P0842			10	5			no
Production Assistant	P0837			2	1	1		no
Production Assistant	P0830			4	5	2	1 - Hispanic	no
Production Assistant	P0872			1	1		1 - African American	African American
Executive Producer	P0883						1 - African American	African American

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Director of Digital Education Strategy	P0877							no
System Administrator	P0850	Monster, Dice			6		1 - Asian	No
Senior Digital Editor	P0665	BU, Columbia, UNC, MIT, Harvard, URI, National Association of Science Writers, AAAS, LinkedIn, New England Science Writers, D.C. Science Writers Association, Craigslist, MediaBistro, SimplyHired			1			no
Special Projects Assistant	P0854			6	4	1	1 - African American	African American
Production Assistant	P0879				1			no
Coordinating Producer	P0889							no
Editor	P0887							no
Exec Editor/Host, Innovation	P0881							no
Project Director	P0847				1			no
Assistant Scheduler	P0870				3	1	1 - Asian	Asian
Special Projects Assistant	P0871							no
Director of Board Relations	P0898							no
Digital Producer	P0863					2	1 - Asian	Asian
Paralegal	P0825			1	5		1 - Hispanic, 1 - Asian	Asian
Production Assistant	P0874							no
Associate Producer - Greater Boston	P0882			9	4		2 - Asian	no
Traffic Supervisor	P0873				3			no
Writer/Editor	P0896							no
Network/Telecom Engineer	P0888			3	7		1 - Asian	no
Operations Supervisor	P0816	Craigslist						no
Digital Associate Producer	P0914							no

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

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Digital Associate Producer	P0913							no
Account Manager	P0814	LinkedIn, Craigslist, Mediabistro, PRSA		9	6	3	1 - Two or More Races	no
Outreach Coordinator	P0908							no
Assistant Editor	P0910							no
Director of Digital Learning	P0865	TechCrunch, HigherEd Jobs, Chronicle of Higher Education, Idealist, EdSurge		6	6	2		No
Assistant Grants Administrator	P0924							Asian
SW Developer/Business Analyst	P0905			3	4	1	1 - Hispanic	Hispanic
Assistant Grants Administrator	P0893	LinkedIn, HireCulture		4	2		1 - African American	African American
Unit Manager	P0915							no
Creative Manager	P0921							no
Director Product Management	P0918				1			no
								Asian, Two or more Races
Outreach Coordinator	P0904				2	1	1 - Asian, two or more Races	Asian, Two or more Races
Social Media Producer	P0899							no
Producer	P0891							no
World Radio Producer	P0890							no
Digital Production Coordinator	P0917				6			no
World Senior Radio Producer	P0894						1 - Asian	Asian
Project Manager	P0930				1		1 - Hispanic	Hispanic
Product Manager	P0929				1			no
Caption Technician	P0902	Craigslist, Idealist			1		1 - Asian	Asian
World Editor/Reporter	P0895			1			1 - Hispanic	Hispanic
Project Director	P0937							no

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
National Sales Director	P0926							no
Post Production Director	P0916							no
Dig Production Assistant	P0934			1	1			Hispanic
Manager Campaign Plan/ Board Rel	P0857	*REPOSTED Idealist, Current, HireCulture, AGM, Chronicle of Higher Education, LinkedIn		12	9		1 - African American	no
Database System Administrator	P0851	Monster, Dice		1	2	1		no
Unit Manager	P0900	Craigslst, LinkedIn		2	3		1 - two or more races	no
Content Producer	P0942							no
Production Assistant	P0897			11	7	2	1 - Asian, 1 - African American	Asian
Special Projects Assistant	P0909			7	4		1 - African American	no
Production Assistant	P0903				2	2	1 - Navy veteran	no
Research Analyst	P0844			12	4	1	1 - Asian	Asian
Post Production Supervisor	P0925	New England Film, WIF, Mandy.com, BOSCPUG			1			no
Staff Accountant I	P0938			1	8	1	2 - African American	no
Account Executive	P0960							
Unit Manager	P0959							
Unit Manager	P0958							
Digital Associate Producer	P0957							
Associate Producer	P0956							
Network/Telecom Engineer	P0953							
Associate Designer	P0952							

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Marketing Manager	P0950				1			
Executive Assistant	P0949				5			
Content Producer	P0947				3	1		
Web Developer	P0945	Stack Overflow			1			
Royalties Accounting Manager	P0943	LinkedIn			2			
Query/Segmentation Specialist	P0941							
TV Director	P0940				2			
Manager of Accounting	P0939			4	3			
Coord Administrative Service	P0936	Craigslist			1		yes - African American	
Project Director	P0932				3			
Account Manager	P0933	Boston.com, LinkedIn, MediaBistro		6	2			
Fundraising Projects Coord	P0931			8	3			
Director National Corp Sponsorship	P0926							
Director Media Relations/Marketing	P0923			7	3	1		
Series Manager	P0919	Current						
Associate Producer - Radio and News	P0892			3	5		1 - African American	
Describer	P0884	Craigslist						
System Administrator	P0878	Dice		4	3	2		
World Radio Producer	P0876							
World Radio Producer	P0875			1				
Account Manager	P0869	LinkedIn, PRSA, REPOSTED Mediabistro, Ragan Communications		12	10	2		
Software Developer	P0856	Monster, REPOSTED Dice		4	2			
Describer	P0846	Craigslist						

WGBH Recruiting Report

November 20, 2011 - November 18, 2012

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round	Diversity Candidate	Diversity Hire
Project Director	P0836	HireCulture, Idealist, Lesley University, Simmons College, Bookbuilders of Boston, LinkedIn		1	2			
Interactive Designer	P0735	Coroflot, Behance, AIGA						
Mobile Product Strategy Manager	P0696	SimplyHired, LinkedIn, Dice		8	6			
Caption Writer	P0668	Craigslist						
Education Print/Media Coord	P0864							
Associate Developer	P0795	LinkedIn Page, Boston Post Mortem Job Board		2				
Associate Developer	P0783							
HR Assistant	P0745			10				
Associate Developer	P0736	Craigslist			1			
Reporter	P0729				1			

EEO Report
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11/20/11 to 11/18/12

Attachment A
Standard Job Posting Distribution List

Notices of all open positions at WGBH are sent to the following local organizations and agencies:

anand@youintern.com
andreak@careerworks.org
bhowell@jvs-boston.org
bucareer@bu.edu
carctr@bc.edu
careerconnections@babson.edu
careers@emerson.edu
Careers@umb.edu
Careers@Newbury.edu
careers@simmons.edu
careerservices@bfit.edu
careerservices@massart.edu
catherine.snedeker.jcs@cityofboston.gov
cdc@berklee.edu
cdc@wpi.edu
crcjobs@lesley.edu
eslatter@wnec.edu
customerservice@recruitmilitary.com
daniel.craven@mrc.state.ma.us
deden@caasomerville.org
denong@wit.edu
Dgarrett@detma.org
driebman@brandeis.edu
dwilliams@ulem.org
Elaine.Gadson.BRA@cityofboston.gov
ellen.shaw-peterson@va.gov
employerhelp@bostonjobs.com
employment@cambridgema.gov
fshorr@bu.edu
gjc-info@gjc.org
gplata@conciliohispano.org
henrina@emmanuel.edu
hgariepy@fisher.edu
Hr@bostonabcd.org
hr@bc.edu
info@aarw.org
info@lpn.org
jeffrey.craig@bristolcc.edu

jemmart@deafinonline.org
jkomack@massbay.edu
jmccarthy@detma.org
john@adclub.org
josh.bruno@bostonpic.org
jspeliotis@communityenterprises.com
jthibod2@bentley.edu
kennethdjohnson@hotmail.com
louis.gaglioni@bc.edu
m.shea@neu.edu
mrgeary@uri.edu
matthew_cardin@emerson.edu
Mhn@allstonbrightoncdc.org
montanac@bu.edu
m.shea@neu.edu
msullivan@wheelock.edu
mvince@bostonabcd.org
nejobsadmin@escne.org
ocs_recruiting@harvard.edu
OHR@cityofboston.gov
rbrooks@mountida.edu
rcolon@laalianza.org
recruitmentsolutions@globe.com
rpile@jvs-boston.org
RRamirez@detma.org
smcneeley@fas.harvard.edu

EEO Report
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11/20/11 to 11/18/12

Attachment B
Supplemental Outreach Efforts

Career Fair and Job Fair Participation

Date Attended	University/College/Organization	Career Fair	Internship Expo	Networking Event	HR Reps
11/13/2012	Boston Metro Diversity Career Fair	yes	no	no	Alyssa, Danielle
11/8/2012	Boston Herald Workplace Diversity Fair	yes	no	no	Alyssa, Danielle
10/26/2012	Emerson Internship Expo	no	yes		Danielle, Victoria
10/16/2012	Brandeis Business and Consulting Forum	no	no	yes	Danielle
9/26/2012	Northeastern Marketing Co-op Expo	no	yes	no	Alyssa, Danielle
9/27/2012	Bryant University Career Fair	yes	yes	no	Alyssa, Danielle
8/29/2012	Harvard Grad School of Education Internship Fair	no	yes	no	Danielle
8/8/2012	Harvard Crimson Career Day	n/a	n/a	n/a	Victoria, Danielle
8/2/2012	Posse Internship Celebration	no	no	yes	Victoria, Danielle
April	Brandeis University Non-Profit Career Fair	yes	yes	no	Victoria, Sarah, Danielle
March	Emerson Internship Expo	no	yes	yes	Danielle, Sarah
2/8/2012	Northeastern Marketing Expo	no	yes	no	Alyssa, Sarah

Professional Networking & Community Events

Color Magazine All-Inclusive Awards Dinner

Date: December 1, 2011

Attended by: WGBH had a table with different attendees from across the organization, including Alyssa & Victoria

Summary: The Fourth Annual All-Inclusive Awards event hosted by Color Magazine recognized individuals and organizations that excel in their work towards inclusion and diversity. There were many different award recipients and event guests that represented a wide variety of different organizations – large to small, for-profit to not-for-profit, and local to international. The guest speaker was hip-hop mogul Russell Simmons.

Boston Private Industry Council's Annual Job Shadow Day at WGBH

Date: February 3, 2012

Hosted by: Human Resources – Aloisia, Sarah & Victoria, Shadow Hosts were from 8 different departments across the organization

Summary: Each year the Boston Private Industry Council partners with local organizations to have Job Shadow Day. This event allows students to visit a worksite and "shadow" an employee for several hours, observing and assisting them with their work. The experience provides students with a preview of the large range of career opportunities available to them. Each year WGBH hosts a number of students to participate in a tour and shadow some of our employees on the job. This year, we hosted about 12 students from local Boston high schools. Each student was placed in a different area of the organization to network with folks and learn about different jobs.

Boston Public High School/826 Boston Interactive Careers Tour at WGBH

Date: April 4, 2012

Hosted by: Human Resources – Aloisia & Victoria

Summary: WGBH invited 15 students from Boston Public High School to visit our studios and facilities for an “interactive” careers tour. These 15 students were introduced to WGBH through a local organization -- 826 Boston. (826 Boston is a nonprofit tutoring and writing center for students ages 6-18. Visit <http://826boston.org/> for more information.) Through 826 Boston, these students collaborated with the WGBH Digital team, and other WGBH departments. We invited them onsite to learn a bit more about WGBH and the many different careers that exist in the media industry. Seven different employees addressed the group over the course of the tour to explain a bit about their jobs and career paths.

Simmons Leadership Conference

Date: April 5, 2012

Attended by: Human Resources had a booth – Sarah & Aloisia, several WGBH employees attended the conference as well from departments across the organization

Summary: The 2012 Simmons Leadership Conference focused on "Innovation and Impact". Over 3,000 attendees spent the day participating in sessions focused on a range of business and professional development topics lead by successful women. Many different organizations had booths at the event. WGBH manned a booth that promoted both our products and different career opportunities. We also had around 30 employees attend to conference as participants.

Posse Internship Celebration

Date: August 2, 2012

Hosted by: Human Resources – Ackeem, Danielle & Victoria

Summary: The Posse Foundation works with high-potential, high-performing, public high school students (Posse Scholars) from across the country to provide them with academic and career opportunities that may not be easily available to them otherwise. The Posse Foundation provides support and scholarships to these students in applying to college or university. They also coordinate a Career Program that provides Posse Scholars with the tools and opportunities needed to secure excellent internships and jobs. This was WGBH's first year working with Posse as one of their career partners. WGBH hosted a Posse Scholar for a rotational summer internship. The Posse Internship Celebration was an event at the end of the summer session that connected different Posse career partners and employers, the Posse Scholars and the staff of the local Posse Foundation team.

Harvard Crimson Summer Academy Career Event at WGBH

Date: August 8, 2012

Hosted by: Human Resources – Ackeem, Li-Ming, Wesley, Danielle & Victoria

Summary: The Harvard Crimson Summer Academy is a 3-year summer program for high-potential, high-performing high school students from Boston and Cambridge. The program is designed to support students in their preparation for college and to expose them to different career options. Each year WGBH hosts a career event for the group. This year about 15 high school students visited WGBH for an “interactive” tour and a career panel. Students heard jobs and career paths from 12 different employees across the organization.

Brighton High School Advisory Board Annual Meeting

Date: October 5, 2012

Attended by: Alyssa & Victoria

Summary: The meeting is hosted by Brighton High School in conjunction with the Boston Private Industry Council. The purpose of the advisory board is to plan school year events (internships, career days, mock interviews, etc.) that involve local community and businesses to enhance the school's academic program. The Boston Private Industry Council works to connect businesses, the Boston Public Schools, and other community organizations/groups to increase educational opportunities and address workforce concerns. There were a large variety of organizations represented at the meeting – from schools such as Boston College, Boston University, Simmons, to larger organizations such as Blue Cross Blue Shield, Genzyme, Boys and Girls Club.