

**Annual EEO Public File Report**  
WGBH Educational Foundation  
November 11, 2014 to November 14, 2015

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)  
WCAI(FM) (Woods Hole)  
WCRB(FM) (Lowell)  
WGBH(FM) (Boston)  
WNAN(FM) (Nantucket)  
WZAI(FM) (Brewster)

All open full-time positions were listed on the stations' websites, the WGBH intranet, the WGBH telephone job line, and 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 are sent to [www.indeed.com](http://www.indeed.com) (a web-based job aggregator) and were sent to the local organizations and agencies, including all those that requested to receive notices.

The employment unit uses the resources of Professional Diversity Network to further disseminate information about job openings. The mission of Professional Diversity Network is to provide diverse communities with a trusted professional network that pairs candidates with employers who are serious about building a diverse workforce. Every employment unit job posting is listed with Professional Diversity Network and is then funneled through over 50 affinity professional organizations including (but not limited to) NUL, ALPFA, NAACP, WIB, VetJobs, and NHSN.

Additional advertisements or notices used for particular position openings are listed in the Recruitment Report (Appendix A).

Appendices:

Appendix A: Recruitment Report listing all employment unit full-time positions that were filled during the current reporting period, including recruitment sources.

Appendix B: A summary of the Supplemental Outreach initiatives undertaken by the employment unit during the current reporting period.

Appendix C: Recruitment Source List. Each organization listed in Appendix C receives notice of all full-time openings.

**Appendix A**  
 Recruitment Report  
 WGBH Educational Foundation  
 November 11, 2014 - November 4, 2015

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Position Title	Req #	Ad Placements in addition to regular recruiting sources	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Senior Digital Reporter	P-01876			1		Internal Hire
Managing Editor	P-01877			1		Internal Hire
Fundraising Projects Coordinator	P-01870		10	8		Internal Hire
Associate Researcher	P-01871			1		WGBH Website
Director of UX and Design	P-01901			1		Internal Hire
Radio Producer/Announcer	P-01885	Current.com; AllAccess.com		1		WGBH Website
Editor	P-01906			1		Internal Hire
Creative Manager	P-01908			1		Internal Hire
Senior Contracts Manager	P-01907			1		Internal Hire
Caption Writer	P-01899			1		Referred by WGBH Employee
Senior Director of Media Strategy	P-02002			1		WGBH Website
Production Finance and Grant Administrator	P-01895			1		Referred by WGBH Employee
Digital Associate Producer	P-01898		11	4		Referred by WGBH Employee

Senior Digital Producer	P-01897		10	5			Referred by WGBH Employee
Senior Developer/Architect	P-01896	LinkedIn; Idealist.org; Craigslist; Boston/Monster.com	5	4	1		Referred by WGBH Employee
Producer	P-01883			1			Referred by WGBH Employee
Fundraising Projects Coordinator	P-01892		1	1			WGBH Website
Learning and Development Manager	P-01910	LinkedIn; NEHRA	20	12	5		LinkedIn, Indeed or NEHRA
Production Assistant	P-01909			6	2		WGBH Website
Senior Director of Media Access Group	P-01918			1			Internal Hire
Office Coordinator	P-01934			1			Internal Hire
Project Manager	P-01952			1			Referred by WGBH Employee
Managing Director	P-01923			1			Internal Hire
Series Producer	P-01927			1			Internal Hire
Senior Producer	P-01926			1			Internal Hire
Digital Community Manager	P-01924			1			Referred by a professor at Northeastern through WGBH employee
Event Coordinator	P-01925			1			WGBH website
Development Assistant	P-01921		15	11			Indeed.com
Outreach Project Director	P-01928		11	5			Indeed.com
Business Manager	P-01930	LinkedIn	2	2	2		Indeed.com
Program Marketing Coordinator	P-01929		15	5			WGBH Website
HR Operations Managing Director	P-01957			1			Referred by WGBH Employee

Audience and Member Services Representative	P-01933				1	Internal Hire
Business Manager	P-01935				1	Referred by PBS Production Management (D.C.)
Caption Writer	P-01961				1	Temporary Employee for WGBH
Describer	P-01960				1	Temporary Employee for WGBH
Supervising Producer	P-01958				1	Internal Hire
Senior Marketing Manager	P-02005				1	Internal Hire
Editorial Assistant	P-01953				1	Referred by WGBH Employee
Supervising Developer	P-01948				1	Working at WGBH as a Freelancer
Caption Technician	P-01956				1	Internal Hire
Production Assistant	P-01954			1	2	WGBH website
Post Production Systems Manager	P-01950				1	Referred by WGBH Employee
Manager of Data & Implementations	P-01959				1	Indeed.com
Senior Producer	P-01967	Media Bistro; iHireBroadcasting; Current.org			1	Internal Hire
Executive Producer	P-01978				1	Internal Hire
Sales Assistant	P-01951				1	Current temp at WGBH. Found out from a WGBH employee.
Fundraising Assistant	P-01976				1	1 WGBH website
Rights and Digital Records Assistant	P-01977				1	Employment Agency - John Leonard
Senior Radio Producer	P-02009				1	Internal Hire
Payroll Analyst	P-01981				1	Employment Agency - Robert Half

Communications Assistant	P-02059					1		Temporary Employee for WGBH
Production Finance and Grant Administrator	P-01994	LinkedIn; HireCulture.com; Idealist.org	2			1		Employment Agency - Robert Half
Director of On-Air Fundraising and Membership Marketing	P-01989	LinkedIn; Idealist.org; Hireculture.com (free)	1			1		Referred by WGBH Employee
Sr Researcher	P-01991	LinkedIn; NYU Journalism Program; National Association of Science Writers				1		Contacted by NOVA Science Unit/WGBH
Network Engineer	P-01992					2		Referred by WGBH Employee
Digital Distribution Support Specialist	P-01990		9			5		Connecticut School of Broadcasting
Managing Director	P-02006					1		Internal Hire
Executive Producer of Greater Boston	P-02017					1		Friend
Radio Producer/Announcer	P-02003					1		Referred by WGBH Employee
Digital Marketing Specialist	P-02023					1		Internal Hire
Senior Project Manager	P-02046					1		Internal Hire
Development Associate - Major Gifts	P-02010		1			2		Idealist.org
Assistant Editor	P-02007					1		Referred by WGBH Employee
Associate Producer	P-02004					2		Internal Hire
Digital Editor	P-02021					1		Internal Hire
Director of Social Media, National Productions	P-02024					1		Internal Hire

Development Associate	P-02038				1		Internal Hire
Editorial , Project Director	P-02013				1		Former WGBH Employee
Development Assistant	P-02016		7		6	2	WGBH website
Digital Distribution Support Specialist	P-02037				1		WGBH website
Radio Production Assistant	P-02027				1		WGBH website
Writer/Editor	P-02028				1		Indeed.com
Unit Manager	P-02026				2		Referred by WGBH Employee
System Administrator	P-02020		9	LinkedIn; Dice	4		LinkedIn
System Administrator	P-02025		8		4		Indeed.com
Reporter	P-02022				1		NECIR
Radio Associate Producer	P-02035				1		Internal Hire
Radio Associate Producer	P-02034				1		WGBH Website
Query/Segmentation Specialist	P-02036			Dice; NTEN	1		Internal Hire
Digital Producer for Audio	P-02043				1		Internal Hire
Director of Board Relations	P-02065				1		Temp to staff
System Administrator	P-02071				1		Internal Hire
Computer Support Associate	P-02051				1		Temporary Employee
Associate Producer	P-02076				1		Internal Hire
Radio Production Assistant	P-02072				1		Current WGBH Intern
Traffic and Print Services Manager	P-02058			LinkedIn; The AD Club	7	2	LinkedIn
Digital Associate Producer	P-02079				1		Internal Hire

Development Manager	P-02068	LinkedIn; HireCulture; Idealist; higheredjobs.com; AGMconnect.org; WID	6	4	2	WGBH website
Production Assistant	P-02073			6		Current WGBH Intern
GL Staff Accountant	P-02070	LinkedIn; AICPA		1		Employment Agency - KForce
Support & Data Analyst	P-02075			1		Northeastern University career portal
Outreach Coordinator	P-02078	Idealist; Lesley Univ.; UMass/Boston; Northeastern Univ.	1	1		WGBH website
Computer Support Associate	P-02077		5	2		WGBH Website
Associate Designer	P-01949	Mediabistro; AIGA Boston		6	2	Professors at MassArt passed along this opportunity
Director of Board Relations	P-02082			1	1	Referred by WGBH Employee
Manager, On-Air Fundraising and Marketing	P-02087			1		Internal Hire
Building Service Technician	P-02090		1	1		WGBH Website
Production Assistant	P-02126			1		Internal Hire
Project Manager, CRM Implementations	P-02091	LinkedIn; Idealist; nonprofitoyster.com;	1	1		Job Board
Radio Reporter	P-02101			1		Referred by WGBH Employee
Archivist	P-02124			1		Resident through Harvard's National Digital Stewardship Residency program and will be continuing this work in this position.
Editor	P-02111			1		Internal Hire
Director, Digital Design & Operations	P-02107			1		Internal Hire
Describer	P-02119			1		Internal Hire

Digital Associate Producer	P-02163				1		Internal Hire
Executive Producer	P-02106						referral
Senior Administrative Assistant	P-02105				1		Temp to permanent position
Senior Analyst Business Systems	P-02103	LinkedIn; Dice			2		Internal Hire
Editor	P-02127				1		N/A
Director of Major Annual Giving	P-02108	LinkedIn; Idealist; Hireculture; AFP; AGM; WID		1	1		Working at WGBH as a Freelancer
Associate Producer	P-02129				1		Internal Hire
Manager of Training and Development	P-02113				1		Internal Hire
Program Marketing Coordinator	P-02114				1		Referred by WGBH Employee
Assistant Facilities Manager	P-02120	Wentworth		3	4		LinkedIn
Director, Prospect Management and Research	P-02141				1		Consultants: Helen Brown Group and Diversified Search
Director of Technical Accounting and External Financial Reporting	P-02136				1		Internal Hire
GL Staff Accountant	P-02123				1		Employment Agency - KForce
Supervisory Producer	P-02130				1		Internal Hire
Managing Editor	P-02143				1		Internal Hire
Senior Director, Audience Development	P-02144				1		Internal Hire
Client Services Specialist	P-02131			4	3		WGBH website
Fundraising Projects Coordinator	P-02128				1		Internal Hire



Radio Associate Producer	P-02161				1		Internal Hire
Associate Researcher	P-02145				1		Internal Hire
Director, Media Access Group LA	P-02147				1		Internal Hire
Supervising Producer	P-02156				1		Internal Hire
Coordinating Producer	P-02150				1		Internal Hire
Director Production Finance & Grant Management	P-02160				1		Internal Hire
Director, Digital Content	P-02148				1		Internal Hire
Director, Digital Marketing	P-02165				1		Internal Hire
Senior Project Manager	P-02151				1		Internal Hire
Radio Associate Producer	P-02138				1		WGBH Website
Director, Physical Plant	P-02142				1		Internal Hire
Assistant Director/Editor	P-02140				12	4	LinkedIn and Indeed
Project Manager	P-02171				1		Former Employee
Director, Financial Planning and Budget	P-02132	LinkedIn			3	2	Online Posting
Data Marketing Specialist	P-02149	Dice; NTEN		3	3		Internal Hire
Online Editor	P-02178				1		Internal Hire
Senior Producer, Digital Video	P-02183				1		Referred by WGBH Employee
Radio Associate Producer	P-02158				1		Referred by WGBH Employee
Unit Manager	P-02167		2		3		Referred by WGBH Employee

Senior Account Executive	P-02125				1	Internal Hire
Assistant Editor	P-02177				1	Internal Hire
Fundraising Projects Coordinator	P-02173		7		3	WGBH Intern/Volunteer
News Director-WGBH News	P-02175				1	WGBH Website
Senior Director, Marketing Services	P-02240				1	Internal Hire
Rights and Licensing Manager	P-02241				1	Internal Hire
Business Manager	P-02154				1	Internal Hire
CRM Data Architect	P-02202				1	Internal Hire
Creative Manager	P-02112				1	Internal Hire
Radio Producer/Announcer	P-02032					Internal referral
Secretary/ Office Coordinator	P-02188				2	WGBH Website
Rights and Talent Coordinator	P-02187				1	Internal Hire
Engineer/Radio News	P-02184				1	WGBH Website
Reporter	P-02186				1	Internal Hire
Production Assistant	P-02189			Idealist	2	WGBH Website
Production Assistant	P-02193				4	WGBH Website
Editorial Director	P-02192				1	Internal Hire
Editorial Project Director	P-02191				1	Internal Hire
Post-Production Assistant	P-01884				3	WGBH Website
Project Manager	P-02196		1		1	Referred by WGBH Employee
Associate Producer, On-Air Fundraising & Marketing	P-02195		5	LinkedIn	4	Referred by WGBH Employee

Radio Producer/Announcer	P-02212				1		Referred by WGBH Employee
Radio Producer	P-02200				1		Internal Hire
World Radio Producer	P-02209				1		Former Employee
Director, Major Gifts	P-02206				1		Internal Hire
Production Assistant	P-02208				1		WGBH temp to permanent employee
Radio Reporter/Announcer	P-02207		1				WGBH Website
Radio Associate Producer	P-02220				1		WGBH temp to permanent employee
Secretary/ Office Coordinator	P-02222		1		1		Talent Acquisition Manager through informational interview
Producer	P-02223				1		Various independent work with WGBH
Senior Building Service Technician	P-02237		1		1		Internal Hire
Digital Reporter	P-02278				1		Columbia School of Journalism Graduate School
Digital Reporter/Frontline Fellow	P-02262				1		Columbia School of Journalism
Assistant Account Executive	P-02227		1		5	4	
Production Assistant	P-02226				2		Former Intern
Traffic Manager	P-02228				1		WGBH Website
Executive Assistant	P-02250				5	2	Employment Agency - Beacon Hill Staffing
Digital Associate Producer	P-02225				1		Promotion
Human Resources Assistant	P-02236				1		Internal Hire

Director of Communications	P-02232												
Senior Producer	P-02260						1						Internal Hire
Social Media Manager	P-02235	LinkedIn; MediaBistro; Simply Hired; Glassdoor					2						
Assistant Director, Business and Data Analytics	P-02238	Babson College, Bentley College		6			3						WGBH Website
Radio Production Assistant	P-02242						1						Friend
Radio Production Assistant	P-02263						1						Referred by WGBH Employee
Developer	P-02015			9			2						WGBH Website
Production Coordinator	P-02247						8		1				WGBH Website
Digital Campaign Manager	P-02246			1			1		1				Harvard Business School Alumni Website
Director of Rights and Licensing	P-02249						1						Internal Hire
Major Gifts Officer	P-02256	LinkedIn; Idealist, HireCulture; WID		7			5						
Benefits and Compensation Manager	P-02254	LinkedIn; NEHRA; NEEBC; World At Work		4			6						
Digital Marketing Specialist	P-02255			5			3		2				WGBH Website
Client Training Specialist	P-02253						1						Internal Hire
Editorial Projects Director	P-02257			1			1						Referred by WGBH Employee
Project Manager	P-02261			6			3						Indeed.com
Executive Producer	P-02274						1						Internal Hire
World Radio Producer	P-02272	Society of Environmental Journalists					2						Friend

Special Projects Assistant	P-02271	LinkedIn; Cape Cod Time	5	4		WGBH Website
Fundraising Projects Coordinator	P-02269		5	1		Internal Hire
Coordinating Producer	P-02268			1		Internal Hire
Sr. Rights and Talent Coordinator	P-02270			1		Internal Hire
Senior Digital Designer	P-02301			1		Referred by WGBH Employee
Fundraising Projects Coordinator	P-02269			1		Internal Hire
Front End Developer	P-02277					
Account Executive	P-02280		2	1		
Senior Director Employee Communications	P-02285			1		Internal Hire
Fundraising Projects Coordinator	P-02292		15	4		
Fundraising Assistant	P-02291		4	2		Indeed.com
Producer	P-02306		2	2		Freelance to Staff
Producer	P-02306		2	2		Freelance to Staff
Administrative Coordinator	P-02299		9	2		
Vice Pres Children's Education and Media	P-02305	Search Firm				
Assignment Editor	P-02304					
Senior Digital Designer	P-02273			1		Referred by WGBH Employee
Interim Development Manager	P-02307			1		Referred by WGBH Employee
Rights and Digital Records Assistant	P-02319					
Media Relations Manager	P-02332					

Assistant Scheduler - Union	P-02327							
Caption News Broadcast Coordinator	P-02326							
Digital Associate Producer	P-02330			1				Internal Hire
Digital Production Coordinator	P-02338			1				Internal Hire
Production Coordinator	P-02329			1				Internal Hire
Supervising Sr. Producer	P-02334					Current; Mediabistro		
Assistant Account Executive	P-02099				10	Cape Cod Times ; LinkedIn		

**Appendix B**  
 Supplemental Outreach Activities  
 WGBH Educational Foundation  
 November 11, 2014 - November 14, 2015

**WGBH Career Fair and Job Fair Participation**

The grid below includes *all* community, diversity, and educational outreach efforts from November 2014 to November 2015.

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Reps
12/16/14	Greater Boston Chamber of Commerce – Intern Hub: Intern Biz Boston: Strengthening Your Internship Program	No	No	Yes	Alyssa Mullen
12/30/14	Posse Career Day	No	No	Yes	Ashley Savannah
2/6/15	Boston Private Industry Council's Job Shadow Day	Yes	Yes	Yes	Ashley Savannah
2/25/15	Emerson College Internship Fair	Yes	Yes	No	Ashley Savannah and Maria Troconis
3/10/15	Northeastern Career Development Program - <i>Husky Treks – Test Drive a Career</i>	No	Yes	Yes	Alyssa Mullen, Ashely Savannah
3/13/15	Bryant University Women's Summit	No	No	Yes	Alyssa Mullen
4/2/15	Simmons Leadership Conference	Yes	Yes	Yes	Alyssa Mullen, Sandy Chin
4/8/15	Harvard Graduate School of Education Career Fair	Yes	No	No	Ashley Savannah
5/14/15	Workplace Diversity Job Fair	Yes	No	No	Ashley Savannah and Rich Brady
6/23/15 – 6/24/15	HCI Strategic Talent Acquisition Conference	No	No	Yes	Alyssa Mullen
8/25/15	Harvard Graduate School of Education Career Fair	No	Yes	No	Alyssa Mullen, Melissa Carlson
9/29/15	Northeastern Co-op Networking Expo	Yes	Yes	Yes	Alyssa Mullen, Marybeth Boucher
10/23/15	Tufts University Media Studies	No	No	Yes	Melissa Carlson
10/27/15	Boston Herald Diversity Job Fair	Yes	No	No	Alyssa Mullen, Marybeth Boucher
10/28/15	Emerson Internship Fair	Yes	Yes	No	Marybeth Boucher, Bridget Palmitier
11/14/15	Boston University Internship Fair	Yes	Yes	No	Alyssa Mullen, Marybeth Boucher

**WGBH Supplemental Outreach Initiatives**

**1. Engagement in Job Fairs**

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Reps
5/14/2015	Workplace Diversity Job Fair	Yes	No	No	Ashley Savannah and Rich Brady
10/27/2015	Boston Herald Diversity Job Fair	Yes	No	No	Alyssa Mullen, Marybeth Boucher
4/2/2015	Simmons Leadership Conference	Yes	Yes	Yes	Alyssa Mullen, Sandy Chin
4/8/2015	Harvard Graduate School of Education Career Fair	Yes	No	No	Ashley Savannah

**2. Engagement in Community Events**

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Reps
12/30/2014	Posse Career Day	No	No	Yes	Ashley Savannah
2/6/2015	Boston Private Industry Council's Job Shadow Day	Yes	Yes	Yes	Ashley Savannah
3/10/2015	Northeastern Career Development Program - <i>Husky Treks – Test Drive a Career</i>	No	Yes	Yes	Alyssa Mullen, Ashely Savannah
10/23/2015	Tufts University Media Studies	No	No	Yes	Melissa Carlson



### 3. Engagement in Internship Program

WGBH's hosts interns for the fall, spring, and summer semesters. WGBH internships are short-term work experiences that allow students to observe and participate in a professional work environment and explore how their interests relate to possible careers in media. The WGBH internship program provides important learning opportunities that can help students make informed decisions about their career path. WGBH interns have the opportunity to:

- Get an inside view of a major media organization and learn about the culture at WGBH
- Gain valuable and practical skills and knowledge
- Make professional connections in media to enhance their network
- Get experience in media that enables students to make career transitions

As indicated in Appendix A (Recruitment Report), a number of open full-time positions were filled by individuals who had been or were interns.

### 4. Engagement in Training Programs

WGBH purchased and launched a subscription to lynda.com in 2015. Lynda.com is a leading online learning module that helps employees learn business, software, technology and creative skills to achieve personal and professional goals. The subscription allows employees to have access to the lynda.com video library of engaging, top-quality courses taught by recognized industry experts.

### 5. Engagement in Events Sponsored by Educational Institutions

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Reps
2/25/2015	Emerson Internship Fair	Yes	Yes	No	Ashley Savannah and Maria Troconis
9/29/2015	Northeastern Co-op Networking Expo	Yes	Yes	Yes	Alyssa Mullen, Marybeth Boucher
10/28/2015	Emerson Internship Fair	Yes	Yes	No	Marybeth Boucher, Bridget Palmitier
11/14/2015	Boston University Internship Fair	Yes	Yes	No	Alyssa Mullen, Marybeth Boucher

## Professional Networking & Community Events Overview

### **Greater Boston Chamber of Commerce – Intern Hub: Intern Biz Boston: Strengthening Your Internship Program**

**Date:** December 16, 2014

**Hosted by:** Greater Boston Chamber of Commerce – Intern Hub

**Summary:** This event featured an employer panel discussion designed to emphasize the value of interns and explore the many tools available to help organizations strengthen their internship programs.

### **Posse Career Day**

**Date:** December 30, 2014

**Hosted by:** Human Resources – Ashley Savannah

**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.

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

**Date:** February 6, 2015

**Hosted by:** Ashley Savannah; Shadow Hosts were from different departments across the organization

**Summary:** Each year the Boston Private Industry Council partners with local organizations to have a 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 students from Boston Public High Schools. Each student was placed in a different area of the organization to network with WGBH employees and to observe their daily duties.

### **Northeastern Career Development Program – Husky Treks – Test Drive a Career**

**Date:** March 10, 2015

**Hosted by WGBH:** Alyssa Mullen, Ashley Savannah, Becky Levy, Steven Davy, Kelsey Sheehan, Chika Offurum

The Northeastern Department of Career Development launched a new program, titled *Husky Treks – Test Drive a Career* program during the University’s Spring Break. This new program was targeted for first and second year students and was intended to provide them with an opportunity to spend time with a company or industry of interest to them. This unique opportunity was a chance for WGBH employees to meet with students early in their college careers to promote available opportunities, further our strong brand with students, and to scout a potential pipeline of strong candidates. Additionally, it was a valuable day that allowed students the chance to see how their education could lead to a satisfying and successful career at WGBH. The organizational visit consisted of a tour of the WGBH studios as well as a panel presentation of current employees representing different departments.

### **Bryant University 2015 Women's Summit: *Succeed and Thrive***

**Date:** Friday, March 13, 2015

**Attended by:** Alyssa Mullen as well as several WGBH employees from departments across the organization.

**Summary:** Drawing women from all across the region, the Women's Summit promoted professional, personal, and economic empowerment through education. Through innovative ideas, nationally known motivational keynote speakers, and practical success strategies presented in more than 20 different break-out sessions, the day-long educational conference provided women with the knowledge, skills, and inspiration to succeed and thrive in today's complex world.

### **Simmons Leadership Conference: *Dare to Compete***

**Date:** April 2, 2015

**Attended by:** Human Resources had a booth – Alyssa & Sandy Chin (from the Local Development department), several WGBH employees attended the conference as well from departments across the organization.

**Summary:** The Simmons Leadership Conference is a women's professional development event. The conference packed in more than 15 nationally renowned leaders from the worlds of business, media, politics, education, and entertainment—each offering candid stories about experiences along the way to the top, as well as practical knowledge, innovative ideas, and principles for success for women on their own professional paths. The conference featured Sally Field and Arianna Huffington.

### **HCI Strategic Talent Acquisition Conference**

**Date:** June 23, 2015 – June 24, 2015

**Attended by:** Alyssa Mullen

**Summary:** Alyssa Mullen attended a Strategic Talent Acquisition conference. Alyssa attended many sessions over the two day conference including a session on Military and Diversity Outreach: Creating a Successful Diversity Recruiting Strategy that Meets Both Business Needs and New OFCCP Regulations. In this session, speakers presented on how to leverage technology to meet OFCCP regulations for measuring outreach efforts and success, how to utilize individuals within the line of business to boost retention and recruitment for veterans and diversity and why STEM pipeline efforts, College Programs, and Military & Diversity Outreach should work together to provide short and long term results.

### **Educational Partnerships**

WGBH partners with many local high schools, universities, and colleges on networking events, mentoring, internships, and seminars. WGBH also has cultivated relationships with the following organizations that specialize in cultivating and developing diverse talent:

#### **Emma Bowen Foundation**

Established in 1989, the Emma L. Bowen Foundation is dedicated to creating career opportunities in the media industry for youth of color through programs that focus on scholastic achievement, direct work experience and professional development. Together with its 46 corporate sponsors, the Foundation currently

supports more than 200 students each year through a paid multi-year internship program for students of color working at media companies across the country. WGBH hosts and mentors one intern over a several year period.

#### **Apprentice Learning – Partnership with High School Quiz Show**

Apprentice Learning is an educational program for middle-school students in Boston that offers exposure to the culture of work through short apprenticeships. Students work alongside adults and gain practical skills and insights needed to be successful in the workplace and in life. Through partnerships with Boston public K-8 schools, 8th grade students complete 12-18 hour internships with local businesses and organizations as a part of their school day. Middle school is not too early to begin developing a wider knowledge of careers and positive work habits.

Each student performs real work guided by a mentor from the company. Each apprenticeship builds a career portfolio for the student and motivates each youngster through exposure to a rich range of opportunities for meaningful careers and fulfilling lives. Experiences are designed to reinforce habits of work, such as communication, reliability, and follow-through, while exercises in reflection by each student serve to link the work experience with classroom learning. WGBH's *High School Quiz Show* series hosted apprentices from Jackson Mann High School in Boston in 2015.

**Appendix C**  
Recruitment Source List  
WGBH Educational Foundation  
November 11, 2014 - November 14, 2015

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WGBH sends notices of all full-time job openings to the Distribution List that follows. In addition, all of these job opening announcements are aggregated on indeed.com and are sent to the Professional Diversity Network for further distribution.

**Standard Job Posting Distribution List**

[andreak@careerworks.org](mailto:andreak@careerworks.org) Andrea Kingman, Career Works, 34 School Street, Brockton, MA 02301

[bhowell@jvs-boston.org](mailto:bhowell@jvs-boston.org) JVS, 29 Winter Street, Boston, MA 02108

[bee.christine@dol.gov](mailto:bee.christine@dol.gov) Christine Beech, United States Department of Labor, 200 Constitution Ave NW, Washington, DC 20210

[bucareer@bu.edu](mailto:bucareer@bu.edu) Center for Career Development, Boston University, Cummington Mall, Boston, MA 02215

[carctr@bc.edu](mailto:carctr@bc.edu) Boston College Career Center, Southwell Hall, 38 Commonwealth Ave, Chestnut Hill, MA 02467

[careerconnections@babson.edu](mailto:careerconnections@babson.edu) Center for Career Development, Hollister Hall 106, Babson College, 231 Forest St, Babson Park MA 02457

[careers@emerson.edu](mailto:careers@emerson.edu) Career Services, Emerson College, 120 Boylston St, Boston, MA 02116

[Careers@umb.edu](mailto:Careers@umb.edu) Office of Career Services, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125

[Careers@Newbury.edu](mailto:Careers@Newbury.edu) Career Services, Newbury College, 129 Fisher Ave, Brookline, MA 02445

[careers@simmons.edu](mailto:careers@simmons.edu) Career Education Center, Simmons College, 300 The Fenway, Boston, MA 02115

[careerservices@bfit.edu](mailto:careerservices@bfit.edu) Benjamin Franklin Institute of Technology, Office of Career Services, 41 Berkeley St., Boston MA, 02116

[careerservices@massart.edu](mailto:careerservices@massart.edu) Career Development, Massachusetts College of Art and Design, 621 Huntington Ave, Boston MA, 02115

[cdc@berklee.edu](mailto:cdc@berklee.edu) Career Development Center, Berklee College of Music, 921 Boylston St., Boston MA 02215

[cdc@wpi.edu](mailto:cdc@wpi.edu) Career Development Center, Worcester Polytechnic Institute, 100 Institute Road, Worcester, MA 01609

[chelseaosborn7@gmail.com](mailto:chelseaosborn7@gmail.com)

[crcjobs@lesley.edu](mailto:crcjobs@lesley.edu) Career Resource Center, Lesley University, 29 Everett St., Cambridge, MA 02138

[daniel.craven@mrc.state.ma.us](mailto:daniel.craven@mrc.state.ma.us) Daniel Craven, Massachusetts Rehabilitation Commission, 600 Washington Street, Boston, MA 02111

[denong@wit.edu](mailto:denong@wit.edu) Career Services, Wentworth Institute of Technology, 550 Huntington Ave., Boston, MA 02115

[dwilliams@ulem.org](mailto:dwilliams@ulem.org) Darnell Williams, Urban League of Eastern Massachusetts, 88 Warren St., Roxbury, MA 02119

[Elaine.Gadson.BRA@cityofboston.gov](mailto:Elaine.Gadson.BRA@cityofboston.gov) Boston Redevelopment Authority,

[ellen.shaw-peterson@va.gov](mailto:ellen.shaw-peterson@va.gov) Ellen Shaw-Peterson, US Department of Veterans Affairs, 31 Hopkins Plaza, Suite 214, Baltimore, MD 21201

[employerhelp@bostonjobs.com](mailto:employerhelp@bostonjobs.com) (no physical address)

[employment@cambridgema.gov](mailto:employment@cambridgema.gov) Cambridge Employment Program, 51 Inman St., Cambridge, MA 02139

[fshorr@bu.edu](mailto:fshorr@bu.edu) ; Frank Shorr, COM Career Services at Boston University, 640 Commonwealth Ave., Boston, MA 02215

[gjc-info@gjc.org](mailto:gjc-info@gjc.org) The GIS Jobs Clearinghouse, 6224 Glen Circle, Lino Lakes, Minnesota, 55014

[gplata@conciliohispano.org](mailto:gplata@conciliohispano.org) Centro Latino, 105 Windsor Street, Cambridge, MA 02139 (could not find the name listed as an employee)

[Hr@bostonabcd.org](mailto:Hr@bostonabcd.org) , ABCD, Human Resources Department, 178 Tremont St., Boston, MA 02111

[hr@bc.edu](mailto:hr@bc.edu) Boston College Human Resources, Auxiliary Service, Finance and Human Resources Divisions, 129 Lake Street, Boston, MA 02135

[huskynet@neu.edu](mailto:huskynet@neu.edu) Northeastern Student Job Board, Northeastern University, 360 Huntington Ave, Boston, MA 02115

[info@aarw.org](mailto:info@aarw.org) Asian American Resources Workshop, 42 Seaverns Ave., Boston, MA 02130

[info@lpn.org](mailto:info@lpn.org) Latino Professional Network, P.O. Box 960601, Boston, MA 02196

[jeffrey.craig@bristolcc.edu](mailto:jeffrey.craig@bristolcc.edu) Jeffrey Craig, Bristol Community College, 777 Elsbree St., Fall River, MA 02720

[jemmart@deafinonline.org](mailto:jemmart@deafinonline.org) Deaf Inc., (Boston Office) 215 Brighton Ave., Allston, MA 02134

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[jspeliotis@communityenterprises.com](mailto:jspeliotis@communityenterprises.com) Community Enterprises, 441 Pleasant Street, Northampton, MA 01060, Boston(Metro) Office: 561 Windsor St., Somerville. MA 02143

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[Mhn@allstonbrightoncdc.org](mailto:Mhn@allstonbrightoncdc.org) AllstonBrighton Community Development Corporation, 290 Linden Street, Suite 288, Allston, MA 02134

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[ocs\\_recruiting@harvard.edu](mailto:ocs_recruiting@harvard.edu) Office of Career Services, Harvard University, 54 Dunster Street, Cambridge, MA 02138

[OHR@cityofboston.gov](mailto:OHR@cityofboston.gov) Office of Human Resources, City of Boston, One City Hall Square, Boston, MA 02201

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[rplye@jvs-boston.org](mailto:rplye@jvs-boston.org) Jewish Vocational Services, 29 Winter Street, Boston, MA 02108

[RRamirez@detma.org](mailto:RRamirez@detma.org) Rataelina Ramirez, Boston Career Link, 1010 Harrison Ave., Boston, MA 02118

[smcneeley@fas.harvard.edu](mailto:smcneeley@fas.harvard.edu) Sarah McNeeley, Employer Relations Manager, Harvard Extension School Career Advising, 54 Dunster Street, Cambridge, MA 02138

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[schandra@hearst.com](mailto:schandra@hearst.com) Sangita Lee Chandra, Vice President of Broadcast, Asian American Journalists Association New England Chapter, no physical address

[ses@umb.edu](mailto:ses@umb.edu) Student Employment Services, University of Massachusetts Boston, 4th Floor, Campus Center, 100 Morrissey Blvd., Boston, MA 02125

[sue@airmedia.org](mailto:sue@airmedia.org) Sue Schardt, Executive Director, Air Media, The Associate of Independents in Radio, 1452 Dorchester Ave. 2nd Floor, Dorchester, MA 02122

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[jntsui@bhcc.mass.edu](mailto:jntsui@bhcc.mass.edu) Career Services, Bunker Hill Community College, 250 New Rutherford Ave., Boston, MA 02129

[SVanaria@theworkplace.org](mailto:SVanaria@theworkplace.org) The Work Place, 29 Winter Street 4th Floor, Boston, MA 02108

[execassist@cpcglobal.com](mailto:execassist@cpcglobal.com) Colette Phillips Communications, Inc., 1 McKinley Square, 6th Floor, Boston, MA 02109

[Powe.Linda.R@dol.gov](mailto:Powe.Linda.R@dol.gov) Linda Powe, U.S. Department of Labor, Veterans' Employment and Training Service (VETS)200 Constitution Ave., NW, Room S-1325 Washington, DC 20210

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