

**Annual EEO Public File Report**  
WGBH Educational Foundation  
November 17, 2018 to November 17, 2019

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the Human Resources department comprised of the following Massachusetts stations (the "Reporting Unit"):

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

All open full-time positions were listed on the station's website.

Notices for all open full-time positions were sent to each of the organizations listed in Appendix C.

In addition, notices of all full-time job openings are automatically posted to [www.indeed.com](http://www.indeed.com), [LinkedIn.com](http://LinkedIn.com) and [Glassdoor.com](http://Glassdoor.com) (web-based job aggregators) and were sent to the local organizations and agencies, including all those that requested to receive notices.

The Human Resources team uses the resources of eQuest to further disseminate information about job openings. The mission of eQuest is to provide diverse communities with a trusted professional network that pairs candidates with employers who are serious about building a diverse workforce. Every open job posting is listed with eQuest and is then funneled through over 40 affinity professional organizations.

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

Appendices:

Appendix A: Recruitment Report listing all 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 Reporting 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 17, 2018 - November 17, 2019**

Title	REQ #	Date Open	Supplemental Recruitment Notices/Ads	Phone Interview	In House Interview	Second Round?	Recruiting Source
Business Manager	P-04426	11/19/2018			1		Internal Hire
Radio Associate Producer	P-04396	11/21/2018			1		Internal Hire
Describer-LAMAG	P-04422	11/21/2018			1		Internal Hire
Radio Associate Producer	P-04395	11/21/2018			1		Internal Hire
Describer-LAMAG	P-04421	11/21/2018			1		Indeed
Digital Producer	P-04418	11/21/2018			1		Employee/Former Employee Referral
Senior Development Officer - Major Annual Giving	P-04428	11/21/2018		7	3		WGBH.org
Business Development Manager	P-04435	11/26/2018			1		WGBH.org
Associate Producer	P-04420	11/27/2018			1		Internal Hire
Pinkalicious Associate Producer	P-04416	11/27/2018			1		Internal Hire
Sr. Director of Membership and Engagement	P-04452	11/30/2018			1		Internal Hire
Manager of TV Pledge Coordination and Premium Development	P-04453	11/30/2018			1		Internal Hire
Editorial Project Manager	P-04427	11/30/2018		2	2		Employee/Former Employee Referral

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Title	REQ #	Date Open	Supplemental Recruitment Notices/Ads	Phone Interview	In House Interview	Second Round?	Recruiting Source
Marketing Manager	P-04455	11/30/2018		3	2		WGBH.org
Digital Production Assistant	P-04448	12/7/2018		6	3		WGBH.org
Marketing Manager	P-04456	12/7/2018			1		Internal Hire
Editor	P-04457	12/7/2018			1		Internal Hire
Archivist	P-04463	12/7/2018			3		unknown
Digital Producer	P-04451	12/7/2018			1		Employee/Former Employee Referral
Managing Director, Media Access and PMM Technical Sales	P-04386	12/10/2018			1		Internal Hire
Traffic Supervisor	P-04401	12/10/2018			1		Internal Hire
Production Assistant, Pinkalicious	P-04465	12/10/2018			3		WGBH.org
Assistant Director/Editor	P-04468	12/14/2018			1		Internal Hire
Human Resources Co-op	P-04483	12/14/2018	Northeastern		5		Northeastern Career Portal
Secretary/Office Coordinator	P-04488	12/17/2018			1		John Leonard Staffing Firm
Production Assistant	P-04471	12/17/2018			1		unknown

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Motion Designer/Editor	P-04470	12/17/2018			1		Internal Hire
Motion Designer/Editor	P-04469	12/17/2018			1		Internal Hire
Affiliates Staff Accountant	P-04477	12/17/2018			1		Kforce Staffing Firm
Digital Reporter/Producer	P-04473	12/19/2018			1		Internal Hire
Production Assistant	P-04467	12/19/2018			1		Internal Hire
Outreach Project Manager	P-04474	12/17/2018			5		unknown
Unit Manger	P-04487	12/17/2018	Northeastern, Boston College, Bentley, Brandeis	4	2		Internal Hire
Associate Designer	P-04498	12/20/2018			1		Former Co-op
Director of Education and Outreach, NOVA	P-04481	12/19/2018			1		Internal Hire
Digital Content Co-op	P-04479	12/26/2018	Northeastern		3		Northeastern Career Portal
TV Operations Manager	P-04489	12/27/2018		6	3		LinkedIn
Production Assistant	P-04507	1/2/2019		4	3		WGBH.org
Digital Distribution Specialist Lead	P-04501	1/7/2019			1		Internal Hire
Digital Reporter	P-04505	1/9/2019			1		Columbia Grad School of Journalism (Fellowship)



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Associate Producer (Events)	P-04510	1/14/2019			1		Internal Hire
Line Producer	P-04514	1/14/2019			1		Internal Hire
Video Producer	P-04476	1/15/2019			1		Internal Hire
Editor	R000041	1/27/2019			1		Internal Hire
Associate Producer	R000021	1/27/2019			1		Internal Hire
TV Director	R000033	1/27/2019			1		Internal Hire
Digital Producer	R000028	1/27/2019			1		Internal Hire
Digital Associate Producer	R000018	1/27/2019			1		Internal Hire
Publicist (Account Executive)	R000013	1/27/2019			1		Internal Hire
Communications and Media Relations Specialist	R000008	1/27/2019		4	3		Glassdoor
Senior Treasury Manager	R000040	1/29/2019			5	3	Robert Half Staffing Firm
Account Coordinator	R000045	1/29/2019	Nonprofit Oyster, Idealist, MediaBistro	8	4	1	Employee/Former Employee Referral
Digital Marketing Assistant	R000014	1/31/2019			1		Former Intern
Senior Contracts and Compliance Manager	R000024	1/31/2019			1		Internal Hire
Business Manager, NOVA	R000046	2/4/2019			1		LinkedIn
Senior Designer	R000047	2/4/2019			1		Rehire
Digital Associate Producer	R000035	2/4/2019			1		Internal Hire

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Director of Research and Evaluation	R000062	2/8/2019	American Evaluation Association, Chronicle of Higher Education, AERA, Boston College, Boston University, Brandeis, Bridgespan, Communications Initiative, EdSurge, Harvard, International Communication Association, Lesley, Mediabistro, MIT, Northeastern, Simmons, SRCD, Tufts	6	3		Employee/Former Employee Referral
Editor	R000073	2/12/2019			1		Rehire
Account Executive	R000048	2/13/2019			1		Internal Hire
Senior Producer	R000064	2/13/2019			1		Internal Hire
Producer	R000061	2/14/2019			1		Rehire
Post Production Engineer	R000075	2/14/2019			1		Internal Hire
Digital Producer, NOVA	R000081	2/21/2019			1		Rehire
Associate Director, Leadership Circle Program	R000094	3/1/2019			1		Internal Hire
Radio Producer	R000088	2/26/2019			1		Internal Hire
Accessibility Analyst	R000093	3/1/2019		3	3		WGBH.org
Radio Production Assistant	R000099	3/1/2019	NABJ, NAHJ, AAJA, NLGJA		1		Former Intern
Producer	R000091	3/1/2019			1		Internal Hire
Senior Project Manager	P-04494	3/4/2019			1		Internal Hire

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Title	REQ #	Date Open	Supplemental Recruitment Notices/Ads	Phone Interview	In House Interview	Second Round?	Recruiting Source
Chief Marketing Officer	R000118	3/7/2019		41	11	3	The Ward Group Staffing Firm
Executive Assistant	R000114	3/8/2019		10	3		LinkedIn
Assistant Account Executive	R000132	3/14/2019		7	4	3	Indeed
Video Editor	R000133	3/18/2019			1		Internal Hire
Computer Support Associate	R000138	3/18/2019		4	3		Indeed
Caption Writer	R000128	3/18/2019			1		Internal Hire
Radio Associate Producer	R000130	3/18/2019	AAJA, NALGA, NABJ, NAHJ,		1		LinkedIn
Director of Brand Marketing and Audience Development	R000136	3/20/2019			1		Internal Hire
Marketing Manager	R000140	3/25/2019	Edsurge, Emerson, MediaBistro	3	3		WGBH.org
Radio Associate Producer	R000100	3/26/2019			1		Internal Hire
Digital Production Assistant	R000152	3/26/2019		7	4		WGBH.org
Caption News Broadcast Coordinator	R000157	4/1/2019		6	2		WGBH.org
Multimedia Producer	R000175	4/1/2019	Emerson, Mizzou Journalism, Columbia Journalism, Emerson, Harvard, NYU Journalism, UC Berkeley Journalism	5	5		WGBH.org
Senior Developer for Frontline	R000178	4/3/2019	JournalismJobs, Smashing Magazine, Stack Overflow, Authentic Jobs, Blacks in Technology, ONA, IRE, JournalismNext, MediaBistro		1		Indeed
Digital Production Assistant	R000167	4/3/2019	SACNAS	3	1		Former Intern
Production Coordinator	R000187	4/8/2019			1		WGBH.org



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Project Manager, Spanish Language Digital Resources	R000188	4/8/2019		2	1		Employee/Former Employee Referral
Account Executive	R000184	4/8/2019			1		Employee/Former Employee Referral
Programming Manager	R000189	4/16/2019		6	4		Internal Hire
Fundraising Projects Coordinator	R000220	4/24/2019		6	2		WGBH.org
Senior Design Manager	R000211	4/22/2019	ONA	4	3		Employee/Former Employee Referral
Radio Associate Producer	R000223	4/24/2019			1		unknown
Payroll and Reconciliation Specialist	R000198	4/24/2019		2	2		Glassdoor
Human Resources Assistant	R000229	4/26/2019	NEHRA, SHRM	23	8		John Leonard Staffing Firm
Assistant Director for Financial Compliance	R000231	4/29/2019			1		Kforce Staffing Firm
Descriptor-LAMAG	R000215	4/29/2019			1		Internal Hire
Project Communications & Marketing Coordinator	R000233	5/2/2019		11	10		LinkedIn
Digital Marketing and Fundraising Specialist	R000207	5/6/2019		1	1	1	Internal Hire
Associate Marketing Manager	R000235	5/6/2019		29	18		LinkedIn
Senior Editor, The World	R000218	5/6/2019	NABJ, NAHI, AAAA, JournalismJobs		1		Employee
Special Projects Assistant	R000243	5/10/2019		8	3		WGBH.org
Emma Bowen Fellow	R000245	5/13/2019			2		Emma Bowen Website
Front End Developer	R000242	5/13/2019		5	2		Indeed
STEM Digital Producer	R000219	5/24/2019			1		Rehire
Investigations Reporter	R000271	5/28/2019			1		Employee/Former Employee Referral



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Transmitter Engineer	R000273	5/28/2019			1		Employee/Former Employee Referral
GL Staff Accountant-2	R000269	5/28/2019			1		Kforce Staffing Firm
Human Resources Co-op	R000274	5/28/2019	Northeastern		3		Northeastern Career Portal
Emma Bowen Fellow	R000266	5/13/2019			3		Emma Bowen Website
Assistant Director, Audience and Member Services	R000278	5/30/2019			2	1	Beacon Hill Staffing Agency
Sara Lawrence-Lightfoot Children's and Media Internship	R000285	6/3/2019			1		WGBH.org
Account Coordinator	R000287	6/3/2019		4	3	1	LinkedIn
Digital Reporter	R000283	6/3/2019			1		Columbia Grad School of Journalism (Fellowship)
Special Project Assistant	R000293	6/11/2019			1		Internal Hire
Billing and Collections Manager	R000294	6/13/2019			1		Kforce Staffing Firm
Digital Content Co-op	R000296	6/13/2019	Northeastern		4		Northeastern Career Portal
Abrams Filmmaker-in-Residence	R000300	6/18/2019			1		Employee/Former Employee Referral
Executive/Editorial Assistant to Vice President, National Programming	R000316	6/26/2019			6		Internal Hire
English Language Learning Curriculum Lead	R000317	6/28/2019			1		WGBH.org
Development Manager	R000301	7/1/2019		2	1		Employee/Former Employee Referral
Radio Associate Producer	R000318	7/1/2019			1		Internal Hire
Staff Accountant	R000319	7/1/2019		2	2		Kforce Staffing Firm
Archivist	R000310	7/7/2019		4	3		WGBH.org

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Director of Talent Acquisition	R000331	7/8/2019			3	1	M2 Staffing Firm
Radio Production Assistant	R000322	7/11/2019		4	3		LinkedIn
Digital Sound Editor	R000324	7/11/2019			1		Internal Hire
Host, WGBH's All Things Considered	R000338	7/11/2019	Current, RadioLink		3		Internal Hire
Event Coordinator	R000302	7/15/2019		7	4	2	Former intern
Archivist	R000330	7/18/2019		3	3		WGBH.org
Digital Production Assistant	R000321	7/19/2019			1		Internal Hire
Research Manager	R000344	7/19/2019	NEDRA, Women In Development, Chronicle of Philanthropy, Hire Culture, AADO	4	1		Indeed
WCAI Leadership Circle Manager	R000363	7/22/2019		4	4		unknown
Rights Coordinator	R000336	7/25/2019		4	2		WGBH.org
Marketing Support Assistant	R000385	7/26/2019	Simmons, Wellesley, Umass-Boston, Northeastern, Hire Culture	7	5		Employee/Former Employee Referral
Radio Reporter/Announcer	R000367	7/29/2019			1		Employee/Former Employee Referral
World Engineer	R000377	7/29/2019			1		Internal Hire
Assistant Editor	R000373	7/29/2019			2		Employee/Former Employee Referral
Managing Director, Total Rewards and HR Technology	R000387	7/31/2019			3	3	M2 Staffing Firm
Descriptor-LAMAG	R000392	8/5/2019			1		Internal Hire
Project Manager	R000399	8/9/2019		6	4		LinkedIn
Broadcast Coordinator: MAG-LA	R000394	8/9/2019		4	2		Rehire



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Production Secretary	R000408	8/12/2019		9	3		LinkedIn
Front End Developer	R000406	8/12/2019			1		Rehire
World Radio Producer	R000417	8/13/2019			1		Internal Hire
Auction and Volunteer Coordinator	R000418	8/15/2019		3	1		Former Intern
Associate Researcher	R000427	8/19/2019			1		Internal Hire
Contracts Manager	R000435	8/23/2019	Boston College Law, Northeastern Law, Suffolk Law, Linked In	2	2		Former Intern
Special Projects Assistant	R000437	8/23/2019		2	1		Indeed
Education Research Analyst	R000426	8/23/2019		7	2		Indeed
Associate Project Manager	R000431	8/26/2019		3	3		unknown
Marketing Manager for American Experience	R000440	9/8/2019		8	5		Indeed
World Reporter	R000470	9/12/2019		3	1		Employee/Former Employee Referral
Caption Writer	R000438	9/12/2019			1		Rehire
Engineer/Radio News	R000475	9/13/2019		3	1		Employee/Former Employee Referral
Billings and Collections Analyst	R000458	9/13/2019			1		Kforce Staffing Firm
Special Project Assistant	R000478	9/19/2019			1		Internal Hire
Royalty Specialist	R000486	9/26/2019			1		Internal Hire
Field Producer	R000512	10/9/2019			1		Internal Hire
Outreach Specialist	R000514	10/9/2019			1		Rehire

**Appendix B**  
 Supplemental Outreach Activities  
 WGBH Educational Foundation  
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During the current reporting period, WGBH engaged in the following Supplemental Outreach Activities as part of its continuing efforts to create and maintain a diverse workforce providing educational programming to its communities of license and nationwide.

**1. Participation in Job Fairs**

<b>Date Attended</b>	<b>University/College/Organization</b>	<b>Career Fair</b>	<b>Internship Expo</b>	<b>Networking Event</b>	<b>WGBH Representative</b>
2/8/2019	Public Media Virtual Spring Career Fair	Yes	Yes	No	Alyssa Mullen-Zidik and Marybeth Boucher
7/28/2019	AAJA Conference and Job Fair	Yes	No	Yes	Alyssa Mullen-Zidik and Delores Edwards
8/7/2019	NABJ Conference and Job Fair	Yes	No	Yes	Ann Dexter, Donna Fernandes, Susan Guinan and Kate Zachry (WGBH News)
9/5/2019	NAHJ Conference and Job Fair	Yes	No	Yes	Alyssa Mullen-Zidik, and Susan Guinan , Ken Cooper (WGBH News)



## **2. Internship Programs**

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.

The total number of WGBH interns for the reporting period of November 17, 2018 to November 1, 2019 were 140 (including two Emma Bowen interns and 1 Aspire intern).

## **3. Training Programs for Station Personnel**

In April of 2017, WGBH began offering all benefits-eligible employees' access to Harvard Manage Mentor® (HMM), an on-demand learning and development resource. HMM provides 40 topics designed to build, broaden, and refresh important business skills. Each topic includes useful tools, engaging videos, and best-in-class content. WGBH has 900 licenses, 480 of which are registered to individual learners. Between November 17, 2018 and November 1, 2019, 68 training modules were fully completed.

WGBH also has 60 licenses for LinkedIn Learning. 23 of those licenses were used during the reporting period to take over 37 hours of trainings for technical, creative and business trainings.

#### 4. Participation in Career Events Sponsored by Educational Institutions

Date Attended	University/College/Organization	Career Fair	Internship Expo	Networking Event	WGBH Representatives
1/25/2019	Wellesley College Trek	No	No	Yes	Marybeth Boucher,
2/8/2019	Harvard Black Student Association Minority Career Expo	Yes	Yes	Yes	Marybeth Boucher and Brandon Minnie
3/1/2019	Boston University Nonprofit and Social Impact Career Fair	Yes	Yes	No	Marybeth Boucher and Brandon Minnie
3/13/2019	Emerson College Internship Fair	Yes	Yes	No	Marybeth Boucher and Brandon Minnie
3/20/2019	Columbia Graduate School of Journalism Career Expo	Yes	No	Yes	Sarah Childress and Abby Johnston
4/2/2019	Simmons Leadership Conference	No	No	Yes	Alyssa Mullen-Zidik and Sandy Chin
4/4/2019	Harvard Social Impact Event	Yes	Yes	Yes	Marybeth Boucher and Brandon Minnie
7/22/2019	Tufts Summer Fellows	No	No	Yes	Tim Mangini, Tony Rudel, Deb Frank, Craig LeMoult, Andrea Wolanin, Mollie Levin
9/12/2019	Boston College Career and Internship Fair	Yes	Yes	No	Marybeth Boucher and Soraya Pierre-Louis
9/19/2019	Emerson Fall Internship Fair	Yes	Yes	No	Marybeth Boucher and Soraya Pierre-Louis
9/26/2019	Wellesley College Technology, Marketing and Media Boutique Career Fair	Yes	Yes	No	Marybeth Boucher
9/27/2019	Harvard Diversity Opportunities Fair	Yes	Yes	No	Marybeth Boucher and Soraya Pierre-Louis
10/16/2019	Boston University Career and Internship Fair	Yes	Yes	No	Marybeth Boucher and Soraya Pierre-Louis
10/17/2019	CUNY Newmark Journalism School Job and Internship Fair	Yes	Yes	Yes	Sarah Childress and Abby Johnston
10/23/2019	Curry College Fall Networking Event	Yes	Yes	Yes	Marybeth Boucher and Kavontae Smalls
10/31/2019	Boston University Media Ventures Graduate Class Career Panel	No	No	Yes	Tory Starr, Evie Kintzer, Bob Kempf, Tina Cassidy, Teri Lamitie, Marybeth Boucher



## 5. Other Outreach Activities

### A. Professional Networking & Community Events

#### Posse Boston Career Day Networking Reception

**Date:** 12/20/2018

**Attended by** Marybeth Boucher (Human Resources) and Amy Gaines and Brenna Verre (Frontline)

**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.

#### Job Shadow Day at WGBH for Boston Private Industry Council

**Date:** 3/8/2019

**Hosted by** Marybeth Boucher

**Summary:** The Boston Private Industry Council (PIC) is a nonprofit organization that strengthens Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers. They coordinated fifteen Boston area high school students to visit WGBH to go on a studio tour and then heard from a panel of WGBH employees from different production groups including Masterpiece, Children's, WORLD Channel and American Experience. WGBH also hosted a Summer intern through the Boston Private Industry Council that worked on an archiving project for Masterpiece.

#### Simmons Leadership Conference

**Date:** 4/2/2019

**Attended by** Alyssa Mullen-Zidik (Human Resources) & Sandy Chin (Local Development) staffed the WGBH booth and 22 WGBH employees attended the conference from departments across the organization.

**Summary:** The Simmons Leadership Conference is a women's professional development event. The conference included 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 speeches from Susan O'Malley, Katherine Switzer, Julia Gillard, Jameela Jamil, and Laverne Cox.

**AAJA, NABJ and NAHJ Conventions and Career Fairs**

**Date: 7/28/19, 8/7/19 and 9/5/19**

**Attended by** Several members of the Human Resources and Newsroom teams

**Summary:** WGBH representatives attended the career fairs of the three journalism conventions as part of the Public Media Village organized by NPR. The conventions were held in Atlanta, Miami and San Antonio (respectively). These conferences featured comprehensive journalism training, specialty programming, national newsmakers and multi-day career fairs.

**The Partnership**

**Date: 9/25/2019**

**Attended by** Susan Guinan and Alyssa Mullen-Zidik(HR)

**Summary:** The Partnership held its first Job Board Reception September 25, 2019, which showcased companies that value diversity and inclusion and that are committed to recruit the best talent into their organization with Job Board registrants and affinity group leaders.

**El Mundo Hispanic Heritage Breakfast**

**Date: 9/27/2019**

**Attended by** Susan Guinan

**Summary:** Organized by El Mundo, the Hispanic Heritage Breakfast celebrates National Hispanic Heritage Month with over 550 people in attendance including some of the area's most prominent figures. This year's head table included multiple state and city officials as well as public figures from radio and TV.

**B. 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 has hosted and mentored 2 interns through the Emma Bowen Foundation from June 2019 through August 2019.



### **The Posse Foundation**

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. WGBH representatives attended the annual Posse Career Day and Networking Event on December 20, 2018, which provided Posse Scholars with the opportunity to learn more about WGBH's summer internships and for WGBH to learn more about the students' professional interests. WGBH did not host a posse scholar this reporting year.

### **Aspire Internship**

Many adults with high cognitive autism spectrum disorder or a related profile find it difficult to embark on a job search or start a career. From applying to interviewing to "fitting in" these jobs search related activities can feel daunting. Aspire's experienced staff demystifies the work world for its interns in a constructive and encouraging environment. At Aspire interns gain important social skills needed to succeed at work, learn how to apply their knowledge and qualities in a work environment, meet like-minded interns, and work in impressive Boston metro area collaborating businesses. WGBH had one Aspire intern for the Summer 2019 semester who worked on the Digital team. Aspire also hosted a number of Management and Culture neurodiversity training programs for WGBH employees throughout the year.

**Appendix C**  
Recruitment Source List  
WGBH Educational Foundation  
November 17, 2018 – November 17, 2019

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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, LinkedIn and Glassdoor, were sent to the Professional Diversity Network (November 2018 – January 2019), and are sent to eQuest (January 2019 – present) 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

[beece.christine@dol.gov](mailto:beece.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

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

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

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

[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

[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) does not look like they have a 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

[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

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[jmccarthy@detma.org](mailto:jmccarthy@detma.org) John McCarthy, Business Service Rep, Workforce Central ONE-STOP Career Center, 44 Front St. 6th Floor, Worcester, MA 01608

[josh.bruno@bostonpic.org](mailto:josh.bruno@bostonpic.org) Josh Bruno, School-to-Career and Employer Engagement Director, Boston Private Industry Council, (School-to-Career office) 555 Armory Street, Jamaica Plain, MA 02130

[jthibod2@bentley.edu](mailto:jthibod2@bentley.edu) Jennifer Thibodeau, Manager of Career Services Employer Relations, Bentley University, 175 Forest Street, Waltham, MA 02452

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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

[rcolon@laalianza.org](mailto:rcolon@laalianza.org) Rosita Colon, Operations/HR Manager, La Alianza Hispana, 409 Dudley St., Roxbury MA 02119

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

[tcorrigan@baystate.edu](mailto:tcorrigan@baystate.edu) Tom Corrigan, Director of Career Services, Bay State College, 35 Commonwealth Ave., Boston, MA 02116

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[BOttlinger@detma.org](mailto:BOttlinger@detma.org) Brian Ottlinger, DCS Central Program Management Taunton Career Center, 72 School St., Taunton, MA 02780

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

[excassist@cpccglobal.com](mailto:excassist@cpccglobal.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

[chickey@careersolution.org](mailto:chickey@careersolution.org) Charles Hickey, Director of Ops, JVS, 29 Winter Street, Boston, MA 02108

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

[employer.recruiting@bc.edu](mailto:employer.recruiting@bc.edu) Boston College Career Center, South well Hall,38 Commonwealth Ave, Chestnut Hill, MA 02467

[luis@airmedia.org](mailto:luis@airmedia.org) Luis Perez, President, Air Media, The Associate of Independents in Radio, 1452 Dorchester Ave. 2nd Floor, Dorchester, MA 02122

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