

EEO Report
WGBH Educational Foundation
11/1/12 to 10/31/13

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, 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 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 Recruitment Report

November 1, 2012- October 31, 2013

Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Account Executive	P1036						
Director of Production Finance	P1054	CPB (free), Current (\$295), Mandy (free), Cynopsis Media (\$400)					
Digital Producer	P1117	LinkedIn (\$295), CPB (free), Journalism Next (\$75)					
Describer	P1118	Monster (\$395)					
Media Relations Manager	P1140			15	6	2	
Stenocaptioner	P1145						
Caption News Broadcast Coord	P1130						
Describer	P1157	Monster (\$395)					
Director, STEM	P1151			3			
Manager, Digital Instruction and Learning	P1133			2	2		
News Digital Editor	P1148				5		
Caption Writer	P1150						
Production Assistant	P1189						
Segmentation Specialist	P1190						
Project Director	P1194						
Associate Interactive Designer	P1191						
HR Project and Operations Director	P-1200	Nehra.org (\$350), LinkedIn (\$295) Nehra.org (\$350), LinkedIn (\$295)					
HR Business Partner	P-1199						
Special Projects Assistant	P-1197			7			
Caption News Broadcast Coordinator	P-1195						
Special Projects Assistant	P-1203						

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
AP/Editor	P-1202						
Coordinator of Support Services	P-1208						
Project Director	P-1198						
Project Director	P-1192						
Staff Accountant II	P-1211						
Account Manager	P0967			3	3		Current employee
Sr Producer	P0946						Current employee
Associate Designer	P0952	AIGA (\$195)			1		Temp to permanent position
Executive Assistant	P0949				6		Boston Herald Diversity Career Fair
Network/Telecom Engineer	P0953	Dice (\$410), LinkedIn (\$295) REPOSTED x3: LinkedIn (\$295), LinkedIn groups (free), Harvard Ed School (free), BridgeSpan (\$100)		8	6		Employment Agency
Marketing Manager	P0950			2	13	3	referred by 'GBH employee
Account Executive	P0960						referred by 'GBH employee
Digital Associate Producer	P0957				1		other
Unit Manager	P0958						Current employee
Administrative Director	P0964						Current employee
Unit Manager	P0959			1	1		WGBH Website
Query/Segmentation Specialist	P0941	REPOSTED: WTTI (\$250), Idealist (\$70), Computerwork.com/Tech Jobs Board (\$330), Dice (\$495), Wentworth Institute of		7	6		WGBH Website

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Manager Technical							
Product Support	P0962	Technology (free), Northeastern (free), Fisher College (free), UMASS Boston (free)					
Associate Director	P0955				1		WGBH Website Current employee
Associate Developer	P0954						Other
Managing Editor	P0948						Current employee
Media Systems Manager	P0965						referred by GBH employee
Project Director	P0966						Other
AP/Editor	P0969			7	3		WGBH Website
Marketing Manager	P0978	LinkedIn (\$295), Media Bistro (\$279)		13	7	2	Current employee
Managing Editor	P0976	CPB.org (free), Columbia School of Journalism (free), Current (\$219), LinkedIn (\$295)			7	4	WGBH Website
Caption Technician	P0982						Current employee
Caption Writer	P0981						Indeed.com
Caption Writer	P0980						Other
Fundraising Assistant	P0972				1		LinkedIn
Fundraising Assistant	P0971			6	4		referred by former GBH employee
System Administrator	P0985			14	7		Other
Manager Education Print and Outreach	P0986						Current employee
Digital Associate Producer	P0987	MIT (\$30), Harvard (free), Women in Film, Video New			1		WGBH Website/Former

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Development Producer	P0989						employee
Engineering Manager	P0988	England, Mass Film Commission, Editor Meet-Up, LinkedIn HR (free)					Other
Senior Events Manager	P1014	LinkedIn (\$295), B&C (\$235), Broadcast Engineering (\$260)		1	2	1	referred by 'GBH employee
Senior Designer	P0990						Current employee
Digital Production Coordinator	P0996				3		Current employee
Senior Designer	P0991						other
Sr Interactive Designer	P1000						Current employee
Management Development/Training Mgr	P0999	Nehra.org (\$350), LinkedIn (\$295)		10	5		referred by 'GBH employee
Unit Manager	P1002						Indeed.com
Associate Digital Designer	P1001				1		Current employee
Product Manager	P0983			3	2		referred by 'GBH employee
Executive Editor/Host	P1004						referred by 'GBH employee
Production Assistant	P1006			4	6	1	Current employee
Staff Attorney	P1005						WGBH Website
Program Mkt Coordinator	P1007						Former WGBH intern
Director Sponsored Projects Admin	P0997				7	3	Current employee
Senior Tax Analyst	P1008	BU, BC, Northeastern, Brandeis, Bentley, Suffolk, HBS (all free), LinkedIn (\$295)			6	4	referred by 'GBH employee
							Robert Half Employment Agency

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Operations Manager	P1012						Current employee
Engineer/Radio News	P1010				4		referred by 'GBH employee
Production Director	P1009						Current employee
Lead Engineer	P1011						Current employee
Assistant Director/Editor	P1013						WGBH website
Sales Operations Supervisor	P1018	LinkedIn (\$295)					Current employee
Senior Traffic Manager	P1017						Current employee
Accountant	P1020						referred by 'GBH employee
Senior Account Executive	P1016						Current employee
Digital Production Assistant	P1025						WGBH website
Research Assistant	P1026						Current employee
Host, Executive Editor	P1034						referred by 'GBH employee
Host, Executive Editor	P1024						referred by 'GBH employee
Membership Marketing Communications Manager	P1015						Current employee
Assistant Editor	P1030						Current employee
Project Director	P1031						Former Employee/WGBH website
Paralegal	P1028	Vineyard Gazette (\$96), Martha Vineyard Times (\$100), Cape Cod Works (\$99), LinkedIn (\$195)					Other
Account Executive	P1038						Current employee

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Supervisor Audience & Member Services	P0973	LinkedIn (\$295), ICM1 (free), Craigslist (\$25)		24	17	1	Current employee
Account Executive	P1043	Mediabistro (\$279), LinkedIn (\$295), PRSA (\$150)		6	5	3	Indeed
Digital Marketing Content Producer	P1032				8	2	referred by 'GBH employee
Special Projects Assistant	P1027			4	2		Former WGBH intern
Production Secretary	P1037						WGBH website
Assistant Grants Administrator	P1046	LinkedIn (\$295), Idealist (\$70), and Hireculture.org (free)			4	2	Former WGBH intern
Associate Director	P1047						Employment agency
Digital Content Manager	P1033						Employment agency
Contracts Manager	P1049						Former WGBH intern
Managing Producer	P1050						Current employee
Content Producer	P1051	Reposted: LinkedIn (\$295), NASW (\$150), BU (free), NESW (free), Media Bistro (\$279)					Other
Digital Content Editor	P1053	Media Bistro (\$279), LinkedIn (\$395), CPB (free), Simply Hired (\$99)			5		Other career site
Project Director	P1048						Former Employee/WGBH website
Business Manager	P1072						Former Employee/WGBH website
Design Manager	P1061						Former

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Interactive Designer	P1060						Employee/WGBH website
Interactive Designer	P1059						Current employee
Associate Interactive Designer	P1058						Current employee
Manager of Production Finance	P1103						Former Employee/WGBH website
Design Manager	P1062						Current employee
Associate Researcher	P1071	nasw.org (\$150), New England Science Writers (free), MIT (\$30), Harvard (free), BU (free), Northeastern (free)					WGBH website
Radio Production Assistant	P1074				3		Former Employee/WGBH website
Series Senior Editor	P1076						referred by 'GBH employee
Digital Production Assistant	P1057						referred by 'GBH employee
Director Sponsorship Research	P1082	LinkedIn (\$295), Medialife (free), CPB (free), Media Bistro (\$279), Current (\$411), TV Media Insights (\$300)		4	5	2	referred by 'GBH employee
Systems Manager	P1077						referred by 'GBH employee
Editor	P1081						Former Employee/WGBH website
Managing Director of Development	P1078	LinkedIn (\$195), Cape Cod Times (\$99)					Other

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Project Director	P1079						Former Employee/WGBH website
Senior Marketing Coordinator	P1083	LinkedIn HR (free), Media Bistro (\$279)		5	4		Current employee
Editor	P1088						Former Employee/WGBH website
Digital Producer	P1090						Other
Special Projects Assistant	P1086	LinkedIn (\$295), Cape Cod Times (\$99)			7	2	WGBH website
Paralegal	P1085				3		Former intern
Production Secretary	P1095						referred by 'GBH employee
Account Executive	P1101						referred by 'GBH employee
Associate Director Development	P1091				1		Employment Agency/The Ward Group
Coordinating Producer	P1098						Current employee
World Radio Producer	P1100				1		Current employee
Fundraising Projects Coordinator	P1104			9	6		Indeed.com
Radio Associate Producer	P1099						referred by 'GBH employee
Senior Content Producer	P1097						Current employee
Associate Director Development	P1092						Former Employee/WGBH website
Special Projects Assistant	P1069	LinkedIn (\$295)		9	4		LinkedIn.com
Digital Assessment	P1178			11	9		WGBH website

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Content Editor							
Digital Assessment Content Editor	P1177			11	9		Indeed.com
Digital Assessment Content Editor	P1110	LinkedIn (\$295), Craigslist (\$25), Monster (\$385)		11	9		WGBH website
Digital Assessment Content Manager	P1109	LinkedIn (\$295), Craigslist (\$25), Monster (\$395)		4	3		Indeed.com
Strategic Analyst	P1112	LinkedIn (\$295), Media Bistro (\$279), Monster (\$385), Medialife (free), CPB (free), TV Media Insights (\$300)		8	4		Other career site
National Account Director	P1114	LinkedIn (\$295)		10	4		WGBH website
Sr Director, Finance and Admin	P1115						Current employee
Staff Assistant	P1123	LinkedIn (\$295), Media Bistro (\$279), Monster (free)		13	7		LinkedIn
Sr Director, Membership	P1111						Current employee
Director of Technology	P1093						referred by GBH employee
Director of Media Engagement	P1122						Current employee
Associate Director	P1120						Current employee
Digital Content Editor	P1127				6		Other
Designer	P1125						Current employee
Describer	P1119						Other
Media Systems Manager	P1089				6		Indeed.com
Content Producer	P1134						Former Employee/WGBH website
Account Coordinator	P1137			8	3		Current employee
Fundraising Projects	P1136			27	6		Indeed.com

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Coordinator							
Payroll Analyst	P1073	LinkedIn (\$295), Craigslist (\$25), Monster (free)		8	3		Craigslist
Systems and Operations Assistant	P1141			7	5		Indeed.com
Senior Research Analyst	P1144						Current employee
Special Projects Assistant	P1121			8	3		WGBH website
Production Assistant	P1142					5	WGBH website
Production Coordinator/AEEF	P1146			5	3		WGBH website
Production Coordinator/AEEF	P1153						Current employee
Project Manager	P1152			3	3		WGBH website
Project Manager	P1161				9		Current employee
Fundraising Projects Coordinator	P1155					1	Former Employee/WGBH website
Outreach Coordinator	P1166	LinkedIn (\$295)			2		Twitter
							Referral from New England Center for Investigative Reporting
Reporter	P1164			1	1		Employment Agency/Talener Group
Web Developer	P1172	Craigslist (\$25), Krop (\$199), Authentic Jobs (\$249)		3	3		Indeed.com
Production Assistant	P1171						Former Employee/WGBH website
Cap Technician	P1185			2	3		WGBH
Account Executive	P1186			2	2		

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Digital Producer	P1183				1		Employee Referral/Former Employee
Writer/Editor	P1188				2		WGBH Employee
Radio Producer/Announcer	P-1196				1		Employee Referral/Former Employee
Senior Developer	P-1206				1		Dave Denis and Tacita Morway
Coordinating Producer	P-1212				1		Current Employee
Senior Developer	P-1210				1		Current employee
*The following position openings were cancelled							
Online Technology Manager	P1042						
Account Manager	P1167	Media Bistro (\$279), LinkedIn HR (free), PRSA (\$150), HireCulture (free)					
Associate Producer	P0956						
Database System Administrator	P0963	Dice (\$410), LinkedIn (\$295)			1	1	
Associate Designer	P0994						
Production Assistant	P0993						
Design Director	P0998	LinkedIn (\$295), Authentic Jobs (\$250), Artworks (free), MassArt (free)			1		
Account Executive	P1039						
Senior Manager Project Finance	P1056						

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Position Title	Req. Number	Ad Placements in addition to regular recruiting sources	Social Media Request	Phone Interview	In-House Interview	Second Round?	Recruiting Source
Associate Developer	P1075						

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WGBH Educational Foundation
November 18, 2012 - October 31, 2013

Attachment A
Standard Job Posting Distribution List

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

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
daniel.craven@mrc.state.ma.us
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
louis.gaglini@bc.edu
m.shea@neu.edu
mrgeary@uri.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
rpyle@jvs-boston.org
RRamirez@detma.org
smcneeley@fas.harvard.edu
s.curran@neu.edu
schandra@hearst.com
ses@umb.edu
sschaff@bhcc.mass.edu
sue@airmedia.org
susan.antonelli@cambridgecollege.edu
swain@bostonabcd.org
swilkins@thepartnershipinc.org
tcorrigan@baystate.edu
twells@suffolk.edu
wlauser@hopefoundboston.org
wmoran@enableinc.org
gzeller@jvs-boston.org
lucierk@amesburyma.gov

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Attachment B
Supplemental Outreach Efforts

Career Fair and Job Fair Participation

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	HR Reps
11/8/12	Boston Herald Workplace Diversity Fair	yes	no	no	Alyssa, Danielle
11/13/12	Boston Metro Diversity Career Fair	yes	no	no	Alyssa, Danielle
1/29/13	Get Connected - Networking Event for Urban Professionals (Boston)	no	no	yes	Alyssa, Victoria
1/30/13	Brandeis Communications Forum	no	no	yes	Danielle
2/27/13	Emerson Career Fair	yes	yes	no	Danielle
4/2/13	Simmons Leadership Conference	yes	no	yes	Alyssa, Sandy
9/24/13	Bryant University Career Fair	yes	yes	no	Alyssa, Victoria
9/24/13	Harvard Graduate School of Education Internship Expo	no	yes	no	Jillian
10/1/13	Northeastern Co-op Marketing Expo	no	yes	no	Alyssa, Dale
10/29/13	Boston Herald Workplace Diversity Fair	yes	no	no	Alyssa, Ashley

WGBH Supplemental Outreach Efforts
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Professional Networking & Community Events; Internship Opportunities

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

Date: February 1, 2013

Hosted by: Human Resources – Aloisia, Danielle & 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 10 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.

Simmons Leadership Conference

Date: April 2, 2013

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 2013 Simmons Leadership Conference focused on "Women of Influence". Several thousand 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 the conference as participants.

Posse Internship Celebration

Date: July 31, 2013

Hosted by: Human Resources – Angie, 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: July 10, 2013

Hosted by: Human Resources – Elizabeth, Angie, 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 13 high school students visited WGBH for an "interactive" scavenger hunt and a career panel. Students heard about jobs and career paths from several different employees across the organization.