

Annual EEO Public File Report
WGBH Educational Foundation
November 4, 2017 to November 16, 2018

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for employment unit comprised of the following Massachusetts stations:

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

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 (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 open 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 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 Human Resources team 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
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Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Account Executive	P-03513	11/6/2017		5	1		LinkedIn
Administrative Services Coordinator	P-03528	11/6/2017			1		Referral from a current employee
Radio Engineer	P-03480	11/6/2017			1	1	Referral from a current employee
Associate Designer	P-03508	11/6/2017			1		Temp to PC
Producer	P-03520	11/6/2017			1		Former Employee
Senior Writer/Editor, Educational Digital Projects	P-03533	11/13/2017			1		Referral from a current employee
Post - Award Specialist	P-03531	11/13/2017			1		Referral from a current employee
Radio Associate Producer	P-03532	11/13/2017			2		Internal Hire
Engineer/ Radio News	P-03556	11/13/2017			3		Former employee
Post-Award Support Administrator	P-03530	11/14/2017			1		Kforce (Staffing Agency)
Data Marketing Specialist	P-03557	11/14/2017			1		Internal Hire
Special Projects Assistant	P-03592	11/29/2017			2		John Leonard Staffing Agency
Project Specialist	P-03559	11/29/2017		7	4		LinkedIn
Production Assistant	P-03578	11/29/2017	Current	12	2		Internal Hire
Fundraising Assistant	P-03582	11/29/2017			1		John Leonard Staffing Agency
Caption Writer	P-03544	11/29/2017			1		Internal Hire
Caption Writer	P-03546	11/29/2017			1		Internal Hire
Post Production Audio Engineer	P-03593	11/29/2017			1		Internal Hire
Associate Producer	P-03577	11/29/2017			1		Internal Hire

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Digital Marketing Manager	P-03537	11/29/2017			1		Internal Hire
Digital Producer/Product Manager	P-03273	11/29/2017			1		Internal Hire
Project Director	P-03536	11/29/2017			1		Internal Hire
Business Manager	P-03575	12/1/2017			1		WGBH Website
Business Manager	P-03606	12/1/2017	LinkedIn, Current	2	1		WGBH Website
Digital Associate Producer	P-03574	12/1/2017		2	1		Indeed
Digital Production Assistant	P-03608	12/1/2017			1		Referral from a current employee
Digital Production Coordinator	P-03561	12/1/2017			1		Internal Hire
Producer	P-03605	12/5/2017			1		Internal Hire
Senior Account Executive	P-03627	12/7/2017			2		Internal Hire
Radio Reporter/Announcer	P-03591	12/12/2017			1		Referral from a current employee
Encoding/Duplication Engineer	P-03585	12/13/2017			1		WGBH Website
Assistant Director of Media Relations	P-03638	12/13/2017		9	1	2	Referral from a current employee
Client Services Manager	P-03653	12/14/2017	LinkedIn, Idealist		1		Internal Hire
Business Systems Analyst	P-03550	12/14/2017			1		Internal Hire
Digital Marketing Writer	P-03620	12/21/2017		5	1		Referral from a current employee
System Administrator	P-03635	12/21/2017		14	1		WGBH Website
Client Services Specialist	P-03654	12/21/2017	LinkedIn	4	2		LinkedIn
Senior Digital Producer	P-03611	12/21/2017			1		Internal Hire

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Digital Content Creator	P-03629	12/21/2017			1		Internal Hire
Senior Director of Board Relations	P-03658	12/21/2017			1		Internal Hire
Director of Media Development	P-03633	12/21/2017			1		Internal Hire
Production Manager	P-03662	1/2/2018			1		Internal Hire
HR Operations Specialist	P-03644	1/3/2018	NEHRA, LinkedIn	10	4		LinkedIn
Marketing Manager	P-03683	1/3/2018		6	1		Indeed.com
Social Media Producer	P-03682	1/3/2018			1		Referral from a current employee
System Support Specialist	P-03691	1/5/2018			1		Internal Hire
Digital Associate Producer	P-03646	1/5/2018			1		Internal Hire
Director, Technology Solutions & Data Architect	P-03678	1/5/2018			1		Internal Hire
Associate Director, CRM services	P-03677	1/5/2018			1		Internal Hire
Sr. Director of Strategy & Audience	P-03676	1/5/2018			1		Internal Hire
Project Manager	P-03671	1/5/2018			1		Internal Hire
Associate Developer	P-03687	1/8/2018			1		WGBH Website
Client Specialist	P-03685	1/8/2018		8	2		Indeed
Radio Operations and Maintenance Engineer	P-03616	1/8/2018			1		Referral from a current employee
Email Product Manager	P-03684	1/16/2018			1		Indeed

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Post-Award Specialist	P-03619	1/16/2018			1		Robert Half (Staffing Agency)
Staff Accountant	P-03698	1/16/2018			1		Kforce (Staffing Agency)
Reporter	P-03702	1/22/2018			1		Referral from current employee
Radio Associate Producer	P-03681	1/22/2018			1		Internal Hire
Contracts Manager	P-03615	1/23/2018	LinkedIn, BC Law, Northeastern Law, New England Law, Indeed		1	3	WGBH Website
Outreach and Digital Marketing Specialist	P-03701	1/23/2018		3	1		Referral from a current employee
Fundraising Projects Coordinator	P-03610	1/25/2018		7	1		LinkedIn
Senior Producer	P-03657	1/25/2018			3		Internal Hire
Production Associate	P-03711	1/25/2018			1		Referral from current employee
Digital Social Producer	P-03655	1/26/2018		5	3		WGBH Website
Archivist	P-03713	1/26/2018			1		Internal Hire
Digital Operations Associate	P-03710	1/29/2018		3	2		Referral from a current employee
Application Specialist	P-03719	2/5/2018		8	4		WGBH Website
Senior Development Associate	P-03732	2/5/2018	Idealist, HireCulture, Wellesley, Simmons, WOMEN IN DEVELOPMENT , BU, Umass		1		Internal Hire
Associate Producer - OnAir Fundraising & Marketing	P-03735	2/5/2018		4	2	2	Referral from a current employee

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Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Digital Associate Producer, Nova Wonders	P-03727	2/5/2018			3		Referral from a current employee
Director of Design	P-03743	2/5/2018			7		Internal Hire
Development Associate	P-03740	2/5/2018			1		Internal Hire
Support & Data Coordinator	P-03730	2/6/2018			2		Internal Hire
Fundraising Projects Coordinator	P-03724	2/6/2018		1	1		Volunteer to Staff
Fundraising Projects Coordinator	P-03722	2/6/2018		1	1		Referral from a current employee
Reporter	P-03757	2/13/2018	Current, LinkedIn, NABJ, AAJA, CPB		1		Other Career site
Development Associate	P-03762	2/13/2018	Idealist, HireCulture, Women in Development, Association of Fundraising Professionals	3	1		Referral from a former employee
Digital Editor	P-03750	2/13/2018			1		Referral from a current employee
Audio Engineer	P-03742	2/13/2018			1		Internal Hire
Business Manager	P-03770	2/14/2018		3	1		WGBH Website
Assistant Account Executive	P-03516	2/15/2018		4	1		WGBH Website
Research Assistant	P-03774	2/20/2018			1		Indeed.com
User Experience Manager	P-03753	2/20/2018			1		Internal Hire

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Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Post Award Specialist	P-03768	2/21/2018	LinkedIn, HireCulture, Idealist, Northeastern, Babson, Bentley, Boston College		2		Robert Half Employment Agency
Senior Digital Designer	P-03751	2/21/2018			2		Internal Hire
Events Manager	P-03780	2/28/2018			2		Internal Hire
Digital Distribution Support Specialist	P-03784	3/5/2018		2	2		WGBH Website
Manager of Financial Planning Systems	P-03877	3/5/2018			1		Internal Hire
Fundraising Assistant	P-03800	3/14/2018		10	1		Referral from a current employee
Special Projects Assistant	P-03798	3/14/2018			1		Internal Hire
Fundraising Projects Coordinator	P-03801	3/14/2018			1		Internal Hire
Associate Producer	P-03782	3/14/2018			1		Internal Hire
Production Assistant Boston Public Radio	P-04133	3/14/2018	NABJ, AAJA, NLGJA, CPB, Hire Culture		1		WGBH Website
Director of Media Relations	P-03769	3/15/2018	HireCulture, NABJ, Current, Journalism Next	3	5	1	WGBH Website
Associate Producer	P-03840	3/18/2018	NABJ, AAJA, NLGJA, CPB, Journalism Next, MediaBistro, NAHJ		4		WGBH Website
Developer (Ruby on Rails)	P-03811	3/20/2018			1		Indeed

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Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Audience Engagement Editor	P-03803	3/20/2018	LinkedIn, HireCulture, Current		1		Referral from a current employee
Building Service Technician – Electrician	P-03804	3/20/2018			2		Indeed
Traffic Manager	P-03815	3/21/2018			8		Referral from a current employee
Associate Producer	P-03847	3/26/2018	LinkedIn		1		WGBH Website
Project Director	P-03779	3/26/2018			1		Temporary Employee change to Project Contract
Caption Writer	P-03816	3/26/2018			1		Temporary Employee change to Project Contract
National Account and Digital Director	P-03832	3/26/2018			1		Internal Hire
Marketing Support Assistant	P-03799	3/27/2018		7	3		LinkedIn
Digital Production Assistant	P-03821	3/27/2018			1		WGBH Website
Project Director	P-03524	4/11/2018	LinkedIn, edsurge, and book builders, Harvard Grad School of Education		4		Referral from a current employee
Training Supervisor	P-03864	4/11/2018		12	1		WGBH Website
Data and Systems Specialist	P-03855	4/11/2018			1		Internal Hire
Training Coordinator	P-03859	4/11/2018			1		Internal Hire
Radio Producer	P-03830	4/11/2018			2		Internal Hire
Production Coordinator	P-03826	4/11/2018			1		Internal Hire
Production Coordinator	P-03861	4/11/2018			1		Internal Hire

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Editor	P-03844	4/11/2018			1		Internal Hire
Supervising Producer	P-03850	4/12/2018			1		Internal Hire
Marketing Manager	P-03848	4/12/2018		11	6		WGBH Website
Project Lead, CRM Services	P-03838	4/12/2018			1		Internal Hire
Unit Manager	P-3854	4/12/2018			1		Internal Hire
Associate Producer	P-03802	4/12/2018			1		Referral from a current employee
Manager of Board Relations	P-03862	4/13/2018	LinkedIn	9	5	4	Internal Hire
Production Assistant	P-03871	4/18/2018			1		Former Intern
Audience Engagement News Editor	P-03759	4/19/2018	LinkedIn, NABJ, AAJA, CPB, ONA, SPJ, Poynter		1		Referral from a current employee
Night Time News Anchor/Reporter	P-03888	4/30/2018			4		Referral from a current employee
Associate Researcher	P-03893	4/30/2018			1		Internal Hire
Managing Director of Technology	P-03906	4/30/2018			3		Internal Hire
Workday Lead	P-03913	4/30/2018			1		Internal Hire
Digital Reporter	P-03880	5/1/2018			1		Columbia School of Journalism - Fellowship Fair
Associate Producer	P-03883	5/2/2018	NABJ, MediaBistro, AAJA, NLGJA, CPB, JournalismNext		1		Referral from a former employee
Director, Business Data & Analytics	P-03914	5/3/2018			1		Referral from a current employee

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Production Assistant	P-03878	5/4/2018			1		Referral from a current employee
Digital Associate Producer	P-03885	5/8/2018	ONA, SPJ, Poynter, NABJ , AAJA		1		Referral from a current employee
Director of STEM Curriculum & Instruction	P-03917	5/8/2018	NSTA, NARST, AERA, Edsurge, LinkedIn, Indeed, Harvard, Boston College, Boston University, Lesley University	3	1		LinkedIn
Fundraising Project Coordinator	P-03894	5/8/2018		5	2		LinkedIn
Digital Production Assistant	P-03828	5/8/2018	NABJ, AAJA, NAHJ, CPB		1		Job Fair
Fundraising Projects Coordinator	P-03907	5/8/2018			1		Temp to Staff
Client Services Specialist	P-03930	5/15/2018	Idealist, HireCulture, CPB, NonProfitJobSource	6	2		WGBH Website
Production Assistant	P-03937	5/16/2018			1		Former intern
Developer	P-03941	5/24/2018		8	4		Professionals Diversity Network
Director of Digital Content	P-03954	5/24/2018		2	2		Other Career site
Podcast Producer Editor	P-03959	5/24/2018			1		Internal Hire
Fundraising Copywriter	P-03893	5/25/2018		4	2		Indeed

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Radio Production Assistant	P-03726	5/25/2018			1		Internal Hire
Fundraising Assistant	P-03970	5/25/2018			1		Temp to Staff
Post Production Audio Engineer	P-03958	5/29/2018			1		Internal Hire
Data Marketing Specialist	P-03796	6/1/2018	CPB, HireCulture,	2	1		Indeed
Program Manager	P-03964	6/13/2018			1		Referral from a colleague
World Radio Producer	P-04017	6/13/2018	NABJ, AAJA, NLGJA, CPB, Journalism Next, Journalism Jobs, SAJA		1		Internal Hire
Administrative Assistant	P-03991	6/13/2018			1		WGBH Website
Senior Development Associate	P-04033	6/13/2018		2	2		WGBH Website
Production Coordinator	P-04014	6/13/2018			3		Referral from a current employee
Editor/Motion Designer	P-04031	6/18/2018	Vimeo	6	4		WGBH Website
Client Services Specialist	P-04038	6/18/2018		1	2		WGBH Website
Caption Writer	P-04029	6/18/2018			1		Internal Hire
Systems Support Supervisor	P-04002	6/18/2018			1		Internal Hire
Vice President, Human Resources	P-04377	6/18/2018		11	4	1	The Ward Group Executive Search Firm
Research Manager	P-03967	6/20/2018			1		Internal Hire
Fundraising Projects Assistant	P-04037	6/21/2018		6	4		Referral from a current employee
Chief Operations Officer	P-04056	6/22/2018		13	8	2	Spencer Stuart Executive Search Agency

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Administrative Coordinator	P-04055	6/25/2018			1		John Leonard Employment Agency
Project Specialist	P-04058	6/25/2018			1		Former employee
Implementation and Client Services Manager	P-04092	6/27/2018			1		Internal Hire
Interactive Web/Game Developer	P-04101	6/29/2018		3	4		WGBH Website
Senior Developer	P-03915	7/1/2018			1		Internal Hire
Assistant Director/Editor	P-03897	7/1/2018			1		Internal Hire
Senior Producer	P-04083	7/1/2018			1		Internal Hire
Senior Series Producer	P-04084	7/1/2018			1		Internal Hire
Asst Director of Audience Development	P-04069	7/1/2018			1		Internal Hire
Major Gifts Officer	P-04078	7/1/2018			1		Internal Hire
Account Executive	P-03965	7/1/2018			1		Internal Hire
Systems Specialist	P-04087	7/1/2018			1		Internal Hire
Sr. Marketing Manager	P-04082	7/1/2018			1		Internal Hire
Sr. Client Services Manager	P-04081	7/1/2018			1		Internal Hire
Project Lead, CRM Services	P-03838	7/1/2018			1		Internal Hire
Senior Revenue Accountant	P-04066	7/1/2018			1		Internal Hire
Development Associate	P-04089	7/1/2018			1		Internal Hire
Associate Producer	P-04085	7/1/2018			1		Internal Hire
Director of BPL	P-04111	7/1/2018			1		Internal Hire
Co Executive Producer	P-04073	7/1/2018			1		Internal Hire

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Co Executive Producer	P-04074	7/1/2018			1		Internal Hire
Series Coordinating Producer	P-04062	7/1/2018			1		Internal Hire
Sr. Producer	P-04086	7/1/2018			1		Internal Hire
Executive Producer	P-04097	7/1/2018			1		Internal Hire
Associate Producer	P-04071	7/1/2018			1		Internal Hire
Senior Story Editor	P-04076	7/1/2018			1		Internal Hire
Associate Producer	P-04070	7/1/2018			1		Internal Hire
Senior Digital Editor/Reporter	P-04080	7/1/2018			1		Internal Hire
Director of Member Engagement and WCAI Fundraising Services	P-04088	7/1/2018			1		Internal Hire
Director of Education Marketing	P-04065	7/1/2018			1		Internal Hire
Director of Digital Learning and Business Development	P-04096	7/1/2018			1		Internal Hire
Post Production Supervisor	P-04077	7/1/2018			1		Internal Hire
Senior Director, NCAM	P-04114	7/1/2018			1		Internal Hire
Director of Editorial Resources	P-04098	7/2/2018	NABJ, JournalismNext, Current.org	2	4	2	WGBH Website
Senior Editor	P-04103	7/6/2018			1		Internal Hire
Development Associate	P-04116	7/9/2018			1		Internal Hire
Senior Director of Digital Product Development	P-04126	7/10/2018		5	3	2	Referral from a current employee
Senior Producer	P-04118	7/10/2018		7	7		WGBH Website

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Associate Digital Designer	P-04094	7/10/2018			1		Referral from a current employee
Production Assistant	P-04128	7/12/2018			1		Internal Hire
Senior Technical Operations Manager	P-04120	7/12/2018			1		Internal Hire
Digital Associate Producer	P-04132	7/13/2018			3		Internal Hire
Production Assistant	P-04133	7/16/2018			1		Referral from a current employee
Systems Analyst	P-04144	7/18/2018			1		Internal Hire
Supervising Sr. Producer	P-04149	7/19/2018	NABJ, JournalismNext, Current.org , AAJA, Media Bistro		1		Internal Hire
Digital Distribution Support Specialist	P-04139	7/22/2018			1		Internal Hire
Project Manager, Print and Advertising	P-04123	7/23/2018		2	6	1	Indeed
Contracts Manager	P-04150	7/25/2018			3		Indeed
Security Manager	P-04155	7/31/2018			1		Referral from a current employee
Benefits Specialist	P-04153	8/1/2018	New England Employee Benefits Council, Northeast Human Resources Association	8	4		Robert Half Employment Agency

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Director of Finance		8/1/2018			1		KBW Staffing Agency
Executive Assistant		8/1/2018			7		Beacon Hill Staffing Agency
Associate Digital Designer	P-04164	8/2/2018			1		Referral from a current employee
Production Assistant	P-04168	8/6/2018			4		Referral from a current employee
Fundraising Projects Coordinator	P-04184	8/8/2018			1		Internal Hire
Producer	P-04136	8/9/2018			1		former employee
Media Research Analyst	P-04187	8/13/2018		5	2		LinkedIn
Major Gifts Officer	P-04197	8/16/2018	Association of Fundraising Professionals, CASE job board, HireCulture, Women in Development		1		Internal Hire
Treasury Director	P-04194	8/20/2018	Chronical of Philanthropy, LinkedIn, Babson, Bentley, Boston College, Northeastern, Financial Executives International	5	3		Robert Half Employment Agency
Program Marketing Coordinator	P-04190	8/22/2018		11	5		Indeed
Marketing Manager	P-04047	8/26/2018		10	5		WGBH Website

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Fundraising Projects Coordinator	P-04228	8/27/2018			1		Internal Hire
Radio Producer	P-04199	8/27/2018			1		Internal Hire
Senior Traffic Manager	P-04209	8/31/2018			1		Internal Hire
Broadcast Operations Manager	P-04211	8/31/2018			1		Internal Hire
Multimedia Production Specialist	P-04174	8/31/2018			1		Internal Hire
Senior Broadcast Engineer	P-04173	8/31/2018			1		Internal Hire
Media Systems Specialist	P-04213	9/4/2018			4		Indeed
Digital Associate Producer	P-04151	9/4/2018			1		Internal Hire
Fundraising Projects Coordinator	P-04250	9/5/2018		5	3		Indeed
Production Assistant	P-04249	9/6/2018		7	5	4	WGBH Website
Fundraising Assistant	P-04251	9/7/2018			1		WGBH Website
Digital Reporter	P-04259	9/8/2018			1		Columbia School of Journalism - Fellowship Fair
Director of Digital Fundraising Marketing	P-04215	9/10/2018			1		Internal Hire
Production Coordinator	P-04239	9/11/2018		2	2		Career Fair
Facility Manager	P-04233	9/11/2018			1		Internal Hire
Digital Production Assistant	P-04252	9/12/2018			1		Career Fair

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Director of Strategic Development	P-03920	9/12/2018	Inside Philanthropy, Agmconnect, Bridgespan, Philanthropy News Digest, LinkedIn	5	2		WGBH Website
Database Analyst	P-04241	9/12/2018			1		Referral from a current employee
Social Media Project Manager	P-04242	9/17/2018	TalentZoo, MediaBistro	5	3		LinkedIn
Client Specialist	P-04204	9/18/2018		2	1		Other Career site
Account Executive	P-04275	9/19/2018			1		Referral from a current employee
Training Specialist	P-04243	9/19/2018			1		Internal Hire
Digital Producer	P-04277	9/19/2018		1	1		Referral from a current employee
System Support Specialist	P-04305	9/21/2018		10	7		Referral from a current employee
Production Coordinator	P-04278	9/21/2018			1		Internal Hire
Senior Digital Campaign Manager	P-04203	9/21/2018			1		Internal Hire
Senior Technology Manager of Digital Marketing	P-04202	9/21/2018			1		Internal Hire
Digital Marketing Creative Manager	P-04201	9/21/2018			1		Internal Hire

Appendix A
Recruitment Report
WGBH Educational Foundation
November 4, 2017 - November 16, 2018

Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Program Marketing Coordinator	P-04159	9/21/2018		2	2		Internal Hire
Digital Marketing Assistant	P-04308	9/25/2018			1		Rehire
Fundraising Projects Coordinator	P-04303	9/27/2018			1		Internal Hire
Fundraising Projects Coordinator	P-04295	9/27/2018			1		Referral from a current employee
Radio Engineer/News	P-04314	9/28/2018			1		Referral from a current employee
Support & Data Coordinator	P-04319	9/28/2018			1		Internal Hire
Radio Producer	P-04285	9/28/2018			1		Internal Hire
Marketing Manager	P-04293	10/1/2018			1		Internal Hire
Marketing Manager	P-04293	10/1/2018			1		Internal Hire
Maintenance Engineer	P-04313	10/2/2018			1		Referral from a colleague
Digital Editor	P-04131	10/2/2018	Society for the advancement of Chicanos/Hispanics and Native Americans in Science Job board, GradLeader Job board, NABJ, AAJA		1		WGBH Website
Radio Associate Producer	P-04329	10/3/2018			1		Internal Hire
Digital Production Assistant	P-04321	10/12/2018			1		Internal Hire
Production Assistant	P-04188	10/12/2018			1		Internal Hire
Assistant Account Executive	P-04256	10/15/2018	AdClub	4	2		Indeed

Appendix A
 Recruitment Report
 WGBH Educational Foundation
 November 4, 2017 - November 16, 2018

Title	REQ #	Date Open	External Job Board	Phone Interview	In House Interview	Second Round?	Recruiting Source
Associate Developer	P-4347	10/17/2018			1		Former intern
Digital Associate Producer	P-04301	10/26/2018			1		Internal Hire
Associate Producer	P-04365	10/29/2018			1		Internal Hire
Production Assistant	P-04372	10/30/2018			1		Internal Hire
Digital Designer	P-04361	10/31/2018			1		Internal Hire
Digital Marketing Specialist	P-04176	11/1/2018		4	2		WGBH Website
Application Specialist	P-04350	11/12/2018			1		Internal Hire

Appendix B
Supplemental Outreach Activities
WGBH Educational Foundation
November 4, 2017 - November 16, 2018

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

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Representative
3/15/2018	Public Media Virtual Spring Career Fair	Yes	Yes	No	Alyssa Mullen-Zidik and Marybeth Boucher
5/1/2018	Boston Herald Diversity Job Fair	Yes	No	Yes	Marybeth Boucher
7/18/2018	NAHJ Conference and Job Fair	Yes	No	Yes	Delores Edwards
8/1/2018	NABJ Conference and Job Fair	Yes	No	Yes	Kate Zachry
9/20/2018	Latpro Career Fair	Yes	No	Yes	Alyssa Mullen-Zidik and Marybeth Boucher
10/17/2018	Public Media Virtual Fall Career Fair	Yes	No	No	Alyssa Mullen Zidik, Marybeth Boucher and Cathy Brea
11/16/2018	Professional Diversity Network Job Fair	Yes	No	Yes	Marybeth Boucher and Jason Saint Laurent

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 4, 2017 to November 10, 2018 were 127 (including 1 Aspire intern and 2 Emma Bowen interns).

3. Training Programs for Station Personnel

- In April of 2017, WGBH began offering all benefits-eligible employees access to Harvard ManageMentor® (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, and has achieved a 40% utilization rate.
- All WGBH employees are required to adhere to, and be trained on an annual basis, WGBH's Respectful Workplace Policy, which is designed to ensure, among other things, a workplace free from discrimination or a hostile work environment.

4. Participation in Career Events Sponsored by Educational Institutions

Date Attended	University/College/Organization	Career Fair?	Internship Expo?	Networking Event?	WGBH Representatives
1/12/2018	Boston College Endeavor Trek	No	No	Yes	Alyssa Mullen-Zidik and Marybeth Boucher
1/26/2018	Wellesley College Trek	No	No	Yes	Alyssa Mullen-Zidik and Marybeth Boucher
2/14/2018	Boston University Career Fair	No	Yes	No	Marybeth Boucher and Kelly Yokoi
2/16/2018	Mass College of Art and Design Internship and Career Fair	Yes	Yes	No	Marybeth Boucher and Kelly Yokoi
3/2/2018	Harvard Black Student Association Minority Career Expo	Yes	Yes	Yes	Marybeth Boucher and Kelly Yokoi
3/6/2018	Northeastern Co-op Fair	No	Yes	No	Marybeth Boucher and Kelly Yokoi
3/29/2018	Emerson College Internship Fair	No	Yes	No	Marybeth Boucher, Kelly Yokoi, Sharon Wong and Emily Abi-Khiers
3/24/2018	Columbia University Graduate School of Journalism Career Fair	Yes	Yes	Yes	Jason Breslow and Laura Colarusso
4/6/2018	Emmanuel College Job & Internship Fair	Yes	Yes	No	Marybeth Boucher and Kelly Yokoi
4/5/2018	Harvard Social Impact Event	Yes	Yes	Yes	Marybeth Boucher and Kelly Yokoi
4/5/2018	Simmons Leadership Conference Booth	Yes	No	Yes	Alyssa Mullen-Zidik and Jaime Reese
9/19/2018	Wellesley College Career and Internship Fair	Yes	Yes	No	Marybeth Boucher
9/21/2018	Harvard Diversity Opportunities Fair	Yes	Yes	No	Marybeth Boucher and Amy Gaines
10/4/2018	Northeastern Career Fair	Yes	Yes	No	Marybeth Boucher and Jason Saint Laurent
10/5/2018	Newbury College Job and Internship Fair	Yes	Yes	No	Sara Valverde and Jason Saint Laurent
11/14/2018	Communications and Marketing Career Information Exchange – Simmons College	Yes	Yes	Yes	Eileen Newman

5. Other Outreach Activities

A. Professional Networking & Community Events

Posse Career Day

Date: 12/27/2017

Attended by: Marybeth Boucher (Human Resources) and Daryl Choa (Nova)

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.

Simmons Leadership Conference

Date: 4/5/2018

Attended by: Alyssa Mullen-Zidik (Human Resources) & Jaime Reese (Local Development) staffed the WGBH booth while several employees attended the conference 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 Michelle Obama.

Get Konekcted! 3rd Annual Tales from the Top

Date: 5/29/2018

Attended by: Amy Stockman (Development)

Summary: Hosted by Get Konekcted, this event was a C-Suite Mentoring session for individuals who attended to have the opportunity to sit at a table with 8-10 other mentees and listen to some of Boston's top business executives thoughts on leadership and networking.

Boston Women's Workforce Council - Membership Briefing: Advancing Women of Color

Date: 7/18/2018

Attended by: Alyssa Mullen-Zidik (Human Resources) and Cathy Brea (Human Resources)

Summary: Organized by the Boston Women's Workforce Council, this was their third membership briefing of 2018 and was a discussion of the ways that a company can foster the attraction, retention, and advancement of women of color.

National Associate for Black Journalist Convention and Career Fair

Date: 8/1/2018

Attended by: WGBH News Director Kate Zachry participated in the National Association for Black Journalists Career Fair as part of the Public Media Village organized by the convention. This conference featured comprehensive journalism training, specialty programming, national newsmakers and the largest journalism career fair in the country. WGBH's Callie Crossley and Phillip Martin were also in attendance as panelists for some of the breakout programming sessions.

Job Shadow Day at WGBH for Boston Private Industry Council STEM Week

Date: 10/25/2018

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. For Boston PIC's STEM week fifteen high school students visited WGBH to go on a technology tour of the studio then heard from a panel of WGBH employees from STEM areas including Education, Digital, Finance and IT.

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 2018 through August 2018.

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 Reps attended the annual Posse Career Day and Networking Event on December 27, 2017, which provides 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 job 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 Boston area collaborating businesses. WGBH hosted and mentored one Aspire intern from July 2018 through December 2018.

Appendix C
Recruitment Source List
WGBH Educational Foundation
November 4, 2017 – November 16, 2018

WGBH sends notices of all full-time job openings to the Distribution List that follows.¹ 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 Andrea Kingman, Career Works, 34 School Street, Brockton, MA 02301

bhowell@jvs-boston.org JVS, 29 Winter Street, Boston, MA 02108

bee.christine@dol.gov Christine Beech, United States Department of Labor, 200 Constitution Ave NW, Washington, DC 20210

bucareer@bu.edu Center for Career Development, Boston University, Cummington Mall, Boston, MA 02215

carctr@bc.edu Boston College Career Center, Southwell Hall, 38 Commonwealth Ave, Chestnut Hill, MA 02467

careers@emerson.edu Career Services, Emerson College, 120 Boylston St, Boston, MA 02116

Careers@umb.edu Office of Career Services, University of Massachusetts Boston, 100 Morrissey Blvd., Boston, MA 02125

Careers@Newbury.edu Career Services, Newbury College, 129 Fisher Ave, Brookline, MA 02445

careers@simmons.edu Career Education Center, Simmons College, 300 The Fenway, Boston, MA 02115

careerservices@massart.edu Career Development, Massachusetts College of Art and Design, 621 Huntington Ave, Boston MA, 02115

careercenter@berklee.edu Career Development Center, Berklee College of Music, 921 Boylston St., Boston MA 02215

cdc@wpi.edu Career Development Center, Worcester Polytechnic Institute, 100 Institute Road, Worcester, MA 01609

chelseaosborn7@gmail.com

daniel.craven@mrc.state.ma.us Daniel Craven, Massachusetts Rehabilitation Commission, 600 Washington Street, Boston, MA 02111

¹ During the Reporting Period, WGBH filled two upper-level positions: Vice President of Human Resources, and Chief Operating Officer. WGBH did not use this source list to recruit for these two positions. Instead, it used two executive recruitment agencies. Each agency drew on a broad pool of contacts during their recruitment. For each position, the relevant recruitment agency spoke to approximately 50 candidates, over 10 of whom WGBH interviewed.

denong@wit.edu Career Services, Wentworth Institute of Technology, 550 Huntington Ave., Boston , MA 02115

dwilliams@ulem.org Darnell Williams, Urban League of Eastern Massachusetts, 88 Warren St., Roxbury, MA 02119

Elaine.Gadson.BRA@cityofboston.gov Boston Redevelopment Authority,

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

employerhelp@bostonjobs.com does not look like they have a physical address

employment@cambridgema.gov Cambridge Employment Program, 51 Inman St., Cambridge, MA 02139

fshorr@bu.edu ; Frank Shorr, COM Career Services at Boston University, 640 Commonwealth Ave., Boston, MA 02215

gjc-info@gjc.org The GIS Jobs Clearinghouse, 6224 Glen Circle, Lino Lakes, Minnesota, 55014

Hr@bostonabcd.org , ABCD, Human Resources Department, 178 Tremont St., Boston, MA 02111

hr@bc.edu Boston College Human Resources, Auxiliary Service, Finance and Human Resources Divisions, 129 Lake Street, Boston, MA 02135

huskynet@neu.edu Northeastern Student Job Board, Northeastern University, 360 Huntington Ave, Boston, MA 02115

info@aarw.org Asian American Resources Workshop, 42 Seaverns Ave., Boston, MA 02130

jeffrey.craig@bristolcc.edu Jeffrey Craig, Bristol Community College, 777 Elsbree St., Fall River, MA 02720

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 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 Jennifer Thibodeau, Manager of Career Services Employer Relations, Bentley University, 175 Forest Street, Waltham, MA 02452

kennethdjohnson@hotmail.com

m.shea@neu.edu Margaret Shea, Assistant Co-op Coordinator, 139 Richards Hall, Northeastern University, 360 Huntington Ave., Boston, MA 02115

mrgeary@uri.edu Marie Geary, Alumni Career Advisor, Center for Career and Experiential Education, University of Rhode Island, Room 233 Roosevelt Hall, 90 Lower College Road, Kingston, RI 02881

montanac@bu.edu Corinne Montanaro, Coordinator, Recruiting, Center for Career Development, Boston University, 100 Bay State Rd., Boston MA 02215

ocs_recruiting@harvard.edu Office of Career Services, Harvard University, 54 Dunster Street, Cambridge, MA 02138

OHR@cityofboston.gov Office of Human Resources, City of Boston, One City Hall Square, Boston, MA 02201

rcolon@laalianza.org Rosita Colon, Operations/HR Manager, La Alianza Hispana, 409 Dudley St., Roxbury MA 02119

rpile@jvs-boston.org JVS, 29 Winter Street, Boston, MA 02108

s.curran@neu.edu Sarah Curran, Senior Associate Director of Marketing and Communications, Office of Alumni Relations, Northeastern University, 716 Columbus Ave. 190 CP, Boston, MA 02120

schandra@hearst.com Sangita Lee Chandra, Vice President of Broadcast, Asian American Journalists Association New England Chapter, no physical address

ses@umb.edu Student Employment Services, University of Massachusetts Boston, 4th Floor, Campus Center, 100 Morrissey Blvd., Boston, MA 02125

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

lisa.swain@bostonabcd.org Lisa Swain, Operations Manager, South End Neighborhood Service Center, BostonABCD, 554 Columbus Ave., Boston, MA 92118

tcorrigan@baystate.edu Tom Corrigan, Director of Career Services, Bay State College, 35 Commonwealth Ave., Boston, MA 02116

wmoran@enableinc.org Wendy Moran, Enable, Inc., 605 Neponset St., Canton, MA 02021

BOttlinger@detma.org Brian Ottlinger, DCS Central Program Management Taunton Career Center, 72 School St., Taunton, MA 02780

jntsui@bhcc.mass.edu Career Services, Bunker Hill Community College, 250 New Rutherford Ave., Boston, MA 02129

execassist@cpcglobal.com Colette Phillips Communications, Inc., 1 McKinley Square, 6th Floor, Boston, MA 02109

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 Charles Hickey, Director of Ops, JVS, 29 Winter Street, Boston, MA 02108

kbarnett@syu.edu Kelly Jean Barnett, Director, Career Development Center, Syracuse University, 215 University Place, Syracuse, NY 13244