

EEO Report File  
WGBH Educational Foundation  
11/21/10 to 11/20/11

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, WGBX-TV and WGBH(FM) (all in Boston); WCAI(FM) (Woods Hole); WNAN(FM) (Nantucket); and WZAI(FM) (Brewster). All open full-time positions were listed on the WGBH website, the WGBH intranet, the WGBH telephone job line, the job book located in the WGBH studio building lobby, and posted on bulletin boards internally. In addition, where indicated for specific jobs, notices are sent to the indicated local organizations and agencies listed in Attachment A, below. Advertisements placed for specific job openings are indicated in the table below.

Position Title	Req. #	Advertisements in Addition to Notices to Community Organizations and Agencies
Research Analyst	P0721	
Development Associate	P0719	
Special Projects Assistant	P0716	
Senior Account Executive	P0715	LinkedIn, Mediabistro
Marketing Coordinator	P0714	Craigslist
Mgr Dev Ops/Campaign Planning	P0713	LinkedIn, Idealist , AGM, WID, AFP
Sr Interactive Designer	P0712	Coroflot, Behance, Craigslist, LinkedIn, AIGA, Design Observer
Web Content Editor	P0709	
Content Producer	P0708	
Sr Developer	P0704	Craigslist
Digital Marketing Manager	P0699	
Donor Relations Mgr	P0698	LinkedIn, Idealist, AGM, WID, AFP
Mobile Product Strategy Manager	P0696	SimplyHired, LinkedIn, Dice
Post Production Supervisor	P0693	
Executive Assistant	P0691	SimplyHired
Development Associate	P0689	LinkedIn, Idealist, AGM, WID , AFP
Market Research Analyst	P0686	
Business Manager	P0682	
Sr Program Manager	P0680	LinkedIn, Idealist , WID, Current, SimplyHired
SW Developer/Business Analyst	P0671	Dice, Craigslist, Salesforce.com, LinkedIn BU, Columbia , UNC, MIT, Harvard, URI, National Association of Science Writers, AAAS, LinkedIn, New England Science Writers, D.C. Science Writers Association, Craigslist, MediaBistro, SimplyHired
Senior Digital Editor	P0665	
Digital Content Manager	P0660	LinkedIn, Craigslist, Monster, Twitter
Field Producer	P0658	
Compliance Manager	P0643	LinkedIn
Executive Assistant	P0707	
Mobile Developer	P0705	
Production Assistant	P0697	
Managing Director	P0687	Cape Cod Times
Content Producer	P0685	Twitter
Production Manager	P0683	
Promotions Assistant	P0681	
Special Projects Assistant	P0678	
Associate Producer	P0677	
Writer/Editor	P0676	
Account Executive	P0674	
Caption Writer	P0668	Craigslist
Writer/Editor	P0663	

EEO Report File  
WGBH Educational Foundation  
11/21/10 to 11/20/11

**Advertisements in Addition to Notices to Community Organizations  
and Agencies**

<b>Position Title</b>	<b>Req. #</b>	<b>Advertisements in Addition to Notices to Community Organizations and Agencies</b>
Prospect Research Associate	P0661	APRA, Prospect-L list serve, NEDRA, Idealist, HireCulture
Fundraising Projects Coord	P0659	Craigslist
Project Manager	P0651	
Executive Editor	P0650	CPB.org, Current
Radio Reporter/Announcer	P0649	
Staff Accountant II	P0646	LinkedIn, Craigslist, Monster
Staff Accountant I	P0645	LinkedIn, Craigslist
Production Assistant	P0644 / P0647	
Outreach Coordinator	P0641	
Content Producer	P0640	BU, Columbia, UNC, MIT, Harvard, URI, New England Science Writers, D.C. Science Writers Association, Craigslist
Project Manager	P0639	LinkedIn
Assistant Editor	P0638	Twitter, Facebook
Paralegal	P0637	
Music Director	P0635	CPB.org, ArchJournal , Current
Business & Production Manager	P0634	Mandy.com
Development Assistant	P0632	Craigslist, Idealist, AFP
Assistant Director/Editor	P0625	RISD, Art Institute of Boston, Mass Art, Suffolk, SMU
Associate Director	P0620	LinkedIn, Idealist, Bridgestar
Sr Producer	P0465	Cynopsis, Mandy.com
Sr Developer	P0124	Craigslist, Idealist, Columbia, LinkedIn, Facebook Page, Dice, CPB.org, Monster, NTEN, BostonPostMortem, Gamasutra, Facebook
Software Developer	P0119	Dice

**WGBH EEO Report December 1, 2011**  
**Attachment A**

**Standard Job Posting Distribution List**

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

[Action for Boston Community Development Hr@bostonabcd.org](mailto:Hr@bostonabcd.org)  
[Action for Boston Community Development Inc. mvance@bostonabcd.org](mailto:mavance@bostonabcd.org)  
[Action for Boston Community Development Inc. swain@bostonabcd.org](mailto:swain@bostonabcd.org)  
[AD Club john@adclub.org](mailto:john@adclub.org)  
[Alianza Hispana rcolon@laalianza.org](mailto:rcolon@laalianza.org)  
[Allston Brighton CDC Mhn@allstonbrightoncdc.org](mailto:Mhn@allstonbrightoncdc.org)  
[Asian American Resource Workshop info@aarw.org](mailto:info@aarw.org)  
[Association of Independents in Radio \(AIR\) sue@airmedia.org](mailto:sue@airmedia.org)  
[Babson College careerconnections@babson.edu](mailto:careerconnections@babson.edu)  
[Bay State College tcorrigan@baystate.edu](mailto:tcorrigan@baystate.edu)  
[Ben Franklin Institute of Technology careerservices@bfit.edu](mailto:careerservices@bfit.edu)  
[Bentley University jthibod2@bentley.edu](mailto:jthibod2@bentley.edu)  
[Berklee College of Music cdc@berklee.edu](mailto:cdc@berklee.edu)  
[Boston Career Link RRamirez@detma.org](mailto:RRamirez@detma.org)  
[Boston College carctr@bc.edu](mailto:carctr@bc.edu)  
[Boston College hr@bc.edu](mailto:hr@bc.edu)  
[Boston College louis.gaglini@bc.edu](mailto:louis.gaglini@bc.edu)  
[Boston Jobs employerhelp@bostonjobs.com](mailto:employerhelp@bostonjobs.com)  
[Boston Private Industry Council josh.bruno@bostonpic.org](mailto:josh.bruno@bostonpic.org)  
[Boston University bucareer@bu.edu](mailto:bucareer@bu.edu)  
[Boston University fshorr@bu.edu](mailto:fshorr@bu.edu)  
[Boston University montanac@bu.edu](mailto:montanac@bu.edu)  
[Brandeis University driebman@brandeis.edu](mailto:driebman@brandeis.edu)  
[Bristol Community College jeffrey.craig@bristolcc.edu](mailto:jeffrey.craig@bristolcc.edu)  
[Bristol Community College jeffrey.craig@bristolcc.edu](mailto:jeffrey.craig@bristolcc.edu)  
[Bunker Hill Community College sschaff@bhcc.mass.edu](mailto:sschaff@bhcc.mass.edu)  
[Cambridge College susan.antonelli@cambridgecollege.edu](mailto:susan.antonelli@cambridgecollege.edu)  
[Career Works andreak@careerworks.org](mailto:andreak@careerworks.org)  
[City of Boston catherine.snedeker.jcs@cityofboston.gov](mailto:catherine.snedeker.jcs@cityofboston.gov)  
[City of Boston Elaine.Gadson.BRA@cityofboston.gov](mailto:Elaine.Gadson.BRA@cityofboston.gov)  
[City of Boston OHR@cityofboston.gov](mailto:OHR@cityofboston.gov)  
[City of Cambridge employment@cambridgema.gov](mailto:employment@cambridgema.gov)  
[Community Action Agency of Somerville deden@caasomerville.org](mailto:deden@caasomerville.org)  
[Community Enterprises jspeliotis@communityenterprises.com](mailto:jspeliotis@communityenterprises.com)  
[Concilio Hispano gplata@conciliohispano.org](mailto:gplata@conciliohispano.org)  
[Deaf Inc. jemmart@deafinonline.org](mailto:jemmart@deafinonline.org)

[Emerson College careers@emerson.edu](mailto:careers@emerson.edu)  
[Emerson College matthew\\_cardin@emerson.edu](mailto:matthew_cardin@emerson.edu)  
[Emmanuel College henrina@emmanuel.edu](mailto:henrina@emmanuel.edu)  
[Enable Inc. wmoran@enableinc.org](mailto:wmoran@enableinc.org)  
[Fisher College hgariepy@fisher.edu](mailto:hgariepy@fisher.edu)  
[GIS Jobs Clearinghouse gjc-info@gjc.org](mailto:gjc-info@gjc.org)  
[Harvard University ocs\\_recruiting@harvard.edu](mailto:ocs_recruiting@harvard.edu)  
[Harvard University smcneeley@fas.harvard.edu](mailto:smcneeley@fas.harvard.edu)  
[Hope Found Boston wlauser@hopefoundboston.org](mailto:wlauser@hopefoundboston.org)  
[JVS of Greater Boston bhowell@jvs-boston.org](mailto:bhowell@jvs-boston.org)  
[JVS of Greater Boston gzeller@jvs-boston.org](mailto:gzeller@jvs-boston.org)  
[JVS of Greater Boston rpyle@jvs-boston.org](mailto:rpyle@jvs-boston.org)  
[Latino Professional Network info@lpn.org](mailto:info@lpn.org)  
[Lesley College crcjobs@lesley.edu](mailto:crcjobs@lesley.edu)  
[Mass Bay Community College jkomack@massbay.edu](mailto:jkomack@massbay.edu)  
[Mass College of Art careerservices@massart.edu](mailto:careerservices@massart.edu)  
[Mass Rehabilitation Commission daniel.craven@mrc.state.ma.us](mailto:daniel.craven@mrc.state.ma.us)  
[Mount Ida College rbrooks@mountida.edu](mailto:rbrooks@mountida.edu)  
[Newbury College Careers@Newbury.edu](mailto:Careers@Newbury.edu)  
[Nonprofit Jobs Corporation nejobsadmin@escne.org](mailto:nejobsadmin@escne.org)  
[Northeastern University s.curran@neu.edu](mailto:s.curran@neu.edu)  
[Northeastern University m.shea@neu.edu](mailto:m.shea@neu.edu)  
[Recruitmilitary, LLC customerservice@recruitmilitary.com](mailto:customerservice@recruitmilitary.com)  
[Simmons College careers@simmons.edu](mailto:careers@simmons.edu)  
[State of Virginia ellen.shaw-peterson@va.gov](mailto:ellen.shaw-peterson@va.gov)  
[Suffolk University twells@suffolk.edu](mailto:twells@suffolk.edu)  
[Suffolk University twells@suffolk.edu](mailto:twells@suffolk.edu)  
[The Boston Globe recruitmentsolutions@globe.com](mailto:recruitmentsolutions@globe.com)  
[The Partnership swilkins@thepartnershipinc.org](mailto:swilkins@thepartnershipinc.org)  
[The Workplace Dgarrett@detma.org](mailto:Dgarrett@detma.org)  
[UMass Boston Careers@umb.edu](mailto:Careers@umb.edu)  
[University of Massachusetts Boston ses@umb.edu](mailto:ses@umb.edu)  
[University of Rhode Island mrgearry@uri.edu](mailto:mrgearry@uri.edu)  
[Urban League of Eastern Massachusetts dwilliams@ulem.org](mailto:dwilliams@ulem.org)  
[Western New England College cslatter@wnec.edu](mailto:cslatter@wnec.edu)  
[Wheelock College msullivan@wheelock.edu](mailto:msullivan@wheelock.edu)  
[Women in Development jmccarthy@detma.org](mailto:jmccarthy@detma.org)  
[Women in Technology denong@wit.edu](mailto:denong@wit.edu)  
[Worcester Polytechnic Institute cdc@wpi.edu](mailto:cdc@wpi.edu)  
[YouIntern.com anand@youintern.com](mailto:anand@youintern.com)

## Attachment B

### **WGBH Educational Foundation Supplemental Outreach Initiatives Nov 2010 to Nov 2011**

- WGBH is an active supporter (and Board member) of The Partnership (thepartnershipinc.org). The partnership provides connections between Boston businesses and aspiring people of color to place them in positions where developing leadership skills is a key focus.
- WGBH is also a founding member of the Commonwealth Compact (commonwealthcompact.com) an organization of corporate leaders with the single mission of making Massachusetts a more welcoming place for people of color.
- WGBH, in collaboration with PBS recently held its 11<sup>th</sup> annual Producers Workshop. Focusing on developing the next generation of producers of quality content for use across all media. The program offers an array of hands-on training sessions that connect senior production staff with attendees, helping them fine tune all the skills needed to assure successful completion of production projects.
- This past year saw the foundation-wide retraining in managing employee performance as an integral tool in identifying and developing the talents in employees we have in place. Building a strong team of managers helps support our position in the community as a well-run organization that is a desirable place to work.
- Hosted the Crimson Summer Academy at Harvard University. This program is designed to help low-income, high achieving high school student from our local communities prepare for college. Our hosting activities focus on a series of meetings with key work groups with the goal of helping the students understand the wide variety of career opportunities in the public media industry. WGBH hosted 30 students over the summer.
- WGBH hosted 20 students as a participant in the Open Road to the Real World program, sponsored by a consortium of Boston colleges. Our hosting activities focus on a series of meetings with key work groups with the goal of helping the students understand the wide variety of career opportunities in the public media industry.
- WGBH focused a lot of its recruitment activities in the area of developing our internship program into a year round opportunity for students at local colleges and universities. The program has grown from providing 60-65 positions per year, to now posting over 100 positions. Activities associated with building that program are outlined below.

#### **Internship fairs/networking events/career days:**

- Emerson Internship Fair – 2/23/2011
  - Several hundred students
  - Discuss internship opportunities
- Mattapan Youth Council Event at Mattapan Community Center – 6/30/2011
  - Networking with local HS/College students about job/internship opportunities
  - Approximately 60 students
  -
- Harvard Crimson Summer Academy Event – 7/27/2011
  - Career Day for HS students in the Harvard Crimson summer program
  - Hosted by WGBH's HR department
  - 30 students attend
  -

- Job Shadow Day – 2/23/2011
  - Organized with the The Boston Private Industry Council
  - 20 students from Brighton/Allston schools
  - Students are paired with employees to job shadow at WGBH
  -
- Road Trip to the Real World Event – 1/5/2011
  - Job Shadow event hosted by HR at WGBH
  - Students are paired with employees to job shadow, additional career day sessions – hosted by HR at WGBH
  - 9 students attended
  -
- Northeastern Interview Session
  - Day of interviews for a few internships at Northeastern
  - Approximately 12 students attended

**Several meetings regarding the internship program with local schools and organizations:**

- Meeting with Curry College – 8/9/2011
- Meeting with Bay State College – 8/10/2011
- Meeting with Newbury College – 8/16/2011
- Meeting with Brandeis – 8/18/2011
- Meeting with Wheaton – 8/18/2011
- Meeting with the Posse Foundation – 6/20/2011
- Visit to Bryant University – 10/17/2011
- Attended the Brighton HS Advisory Board Lunch – 10/20/2011