

EEO Report File
WGBH Educational Foundation
11/16/09 to 11/20/10

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), WNNAN (Nantucket), WCRB(FM) (Lowell), and WZAI (Brewster). All open full-time positions were listed on the WGBH website, the WGBH intranet, the job book located in the WGBH studio building lobby, and 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.

Job Title	Total Interviewed	Recruitment Sources of Interviewees	Total Interviews for each Source	Recruitment Source of Hire	Recruitment Source Used from Attachment A
Account Executive I	4748	2 Other	2	Other	(#1-#29)
Account Executive I	4752	1 Employee Referral	1	Employee Referral	(#1-#29)
Account Executive I	4892	8 Employee Referral Not Listed WGBH Web Site/Job Posting	4 1 3	Employee Referral	(#1-#29)
Account Executive I	4894	3 Employee Referral WGBH Web Site/Job Posting	2 1	Employee Referral	(#1-#29)
Account Executive	4733	5 College Listing WGBH Web Site/Job Posting	1 4	WGBH Web Site/Job Posting	(#1-#29), synopsis.com, mediabistro.com
Account Executive	4802	4 Current Employee Other Internet Job Posting WGBH Web Site/Job Posting	1 1 2	Other Internet Job Posting	(#1-#29)
Account Executive	4934	1 WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Account Manager	4738	3 Employee Referral WGBH Web Site/Job Posting	1 2	WGBH Web Site/Job Posting	(#1-#29)
Acct Manager Client	4906	1 Employee Referral	1	Employee Referral	(#1-#29)
Assistant Account E:	4886	3 Employee Referral WGBH Web Site/Job Posting	2 1	Employee Referral	(#1-#29)
Assistant Director	4788	1 Current Employee	1	Current Employee	(#1-#29)
Assistant Editor	4773	7 Current Employee Employee Referral WGBH Web Site/Job Posting	1 2 4	Employee Referral	(#1-#29)

Assistant Editor	4827	1	Current Employee	1	Current Employee	(#1-#29)
Assistant Editor	4930	1	Other	1	Other	(#1-#29)
Assistant Production	4796	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Associate Developer	4814	1	Other	1	Other	(#1-#29)
Associate Producer	4744	3	Employee Referral WGBH Web Site/Job Posting	2 1	Employee Referral	(#1-#29)
Associate Producer	4770	5	Employee Referral Other Internet Job Posting WGBH Web Site/Job Posting	2 1 2	Employee Referral	(#1-#29)
Associate Researcher	4756	1	Current Employee	1	Current Employee	(#1-#29)
Asst Director/Editor	4776	1	Other	1	Other	(#1-#29)
Audience & Member	4840	3	Employee Referral Other Internet Job Posting	2 1	Employee Referral	(#1-#29)
Benefits Administrator	4818	1	Employment Agency	1	Employment Agency	(#1-#29)
Budget & Grants Manager	4838	2	Current Employee WGBH Web Site/Job Posting	1 1	Current Employee	(#1-#29)
Business & Production	4877	1	Current Employee	1	Current Employee	(#1-#29)
Business Manager	4750	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Business Ops & Client	4764	3	Other Internet Job Posting	3	Other Internet Job Posting	(#1-#29), Monster.com
Business Ops & Client	4943	1	Current Employee	1	Current Employee	(#1-#29)
Caption Broadcast Control	4763	1	Employee Referral	1	Employee Referral	(#1-#29)
Caption Writer	4916	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Caption Writer	4919	1	Other	1	Other	(#1-#29)
Caption Writer	4937	1	Other	1	Other	(#1-#29), Craig's List Los Angeles
Comp & Benefits Administrator	4841	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)

Content Producer	4881	1	Current Employee	1	Current Employee	(#1-#29)
Content Producer	4887	1	Employee Referral	1	Employee Referral	(#1-#29), carlglist, Idealist, Media Bistro
Coord Administrative	4672	1	Current Employee	1	Current Employee	(#1-#29)
Coord Administrative	4885	1	Other	1	Other	(#1-#29)
Coordinating Produc	4520	1	Current Employee	1	Current Employee	(#1-#29)
Describer	4817	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Designer	4833	1	Current Employee	1	Current Employee	(#1-#29)
Development Assista	4842	4	Employee Referral	2	Employee Referral	(#1-#29)
			Other	1		
			WGBH Web Site/Job Posting	1		
Development Associ	4700	5	Employee Referral	1	WGBH Web Site/Job Posting	(#1-#29)
			WGBH Web Site/Job Posting	4		
Development Associ	4760	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Development Associ	4835	7	Current Employee	1	Current Employee	(#1-#29)
			Other Internet Job Posting	2		
			WGBH Web Site/Job Posting	4		
Development Associ	4890	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Digital Content Man	4790	1	Current Employee	1	Current Employee	(#1-#29)
Dir Development Sys	4871	1	Current Employee	1	Current Employee	(#1-#29)
Dir Procurement & I	4839	1	Other	1	Other	(#1-#29)
Director	4748	1	Employee Referral	1	Employee Referral	(#1-#29)
Editor	4708	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Editor	4763	1	Other	1	Other	(#1-#29)
Editor	4800	1	Current Employee	1	Current Employee	(#1-#29), Craig's List
Editor	4836	1	Current Employee	1	Current Employee	(#1-#29)

Editor	4864	1	Other	1	Other	(#1-#29)
Editor	4865	1	Other	1	Other	(#1-#29)
Editor	4866	1	Other	1	Other	(#1-#29)
Editor	4960	1	Employee Referral	1	Employee Referral	(#1-#29)
Events Manager	4819	1	Current Employee	1	Current Employee	(#1-#29)
Executive Assistant	4730	14	Current Employee	1	WGBH Web Site/Job Posting	(#1-#29)
			Employee Referral	2		
			Other	2		
			Other Internet Job Posting	4		
			WGBH Web Site/Job Posting	5		
Executive Assistant	4753	4	Current Employee	1	WGBH Web Site/Job Posting	(#1-#29)
			Other Internet Job Posting	1		
			WGBH Web Site/Job Posting	2		
Executive Assistant	4784	21	Career Fair	1	Employment Agency	(#1-#29)
			Current Employee	1		
			Employee Referral	1		
			Employment Agency	8		
			Other	1		
			Other Internet Job Posting	1		
			WGBH Web Site/Job Posting	8		
Executive Producer	4737	1	Other	1	Other	(#1-#29)
Executive Producer	4926	1	Current Employee	1	Current Employee	(#1-#29)
Fundraising Projects	4778	2	WGBH Web Site/Job Posting	2	WGBH Web Site/Job Posting	(#1-#29)
Fundraising Projects	4779	1	Temp/Employment Agency	1	Temp/Employment Agency	(#1-#29)
HR Business Partner	4881	1	Employment Agency	1	Employment Agency	(#1-#29)
HR Communications	4816	4	Other Internet Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
			WGBH Web Site/Job Posting	3		
Major Gifts Officer	4707	4	Current Employee	1	Current Employee	(#1-#29)
			Employee Referral	1		
			Other	1		
			WGBH Web Site/Job Posting	1		
Manager of Grants L	4809	1	Current Employee	1	Current Employee	(#1-#29)

Manager	4782	1	Current Employee	1	Current Employee	(#1-#29), monster.com, dice.com
Managing Editor	4712	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Managing Editor	4757	2	Current Employee WGBH Web Site/Job Posting	1 1	Current Employee	(#1-#29)
Marketing Coordinat	4881	1	Current Employee	1	Current Employee	(#1-#29)
Marketing Manager	4893	1	Employee Referral	1	Employee Referral	(#1-#29)
Marketing Manager	4920	1	Other	1	Other	(#1-#29)
Online Technology A	4789	8	Other Internet Job Posting WGBH Web Site/Job Posting	6 2	Other Internet Job Posting	(#1-#29)
Operations Manager	4856	1	Current Employee	1	Current Employee	(#1-#29)
Outreach Coordinato	4747	1	Other	1	Other	(#1-#29)
Outreach Coordinato	4813	1	Current Employee	1	Current Employee	(#1-#29)
Paralegal	4787	7	Other Internet Job Posting WGBH Web Site/Job Posting	6 1	Other Internet Job Posting	(#1-#29), Boston.com, Craig's List Boston, Other
Post Production Supr	4815	1	Current Employee	1	Current Employee	(#1-#29)
Producer/TV Pledge	4781	5	WGBH Web Site/Job Posting	5	WGBH Web Site/Job Posting	(#1-#29), Craigslist, PBS pledgechat
Producer	4727	1	Other	1	Other	(#1-#29)
Production Assistant	3968	9	Current Employee WGBH Web Site/Job Posting	1 8	WGBH Web Site/Job Posting	(#1-#29)
Production Assistant	4710	13	Current Employee Employee Referral WGBH Web Site/Job Posting	2 4 7	Employee Referral	(#1-#29)
Production Assistant	4740	8	Current Employee Employee Referral Other Other Internet Job Posting WGBH Web Site/Job Posting	1 2 1 1 3	Other	(#1-#29)
Production Assistant	4741	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)

Production Assistant	4755	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Production Assistant	4761	1	Current Employee	1	Current Employee	(#1-#29)
Production Assistant	4810	1	Current Employee	1	Current Employee	(#1-#29)
Program Manager	4793	5	Current Employee	1	Employee Referral	(#1-#29)
			Employee Referral	2		
			Other Internet Job Posting	2		
Programming Coordi	4746	1	Current Employee	1	Current Employee	(#1-#29)
Radio Associate Pro	4797	3	WGBH Web Site/Job Posting	3	WGBH Web Site/Job Posting	(#1-#29), Craig's List
Radio Associate Pro	4858	1	Current Employee	1	Current Employee	(#1-#29)
Radio Producer/Ann	4859	7	Employee Referral	2	Employee Referral	(#1-#29)
			Other Internet Job Posting	3		
			WGBH Web Site/Job Posting	2		
Radio Producer/Ann	4867	4	Not Listed	1	WGBH Web Site/Job Posting	(#1-#29), The Current
			Other	1		
			WGBH Web Site/Job Posting	2		
Radio Producer	4739	1	Employee Referral	1	Employee Referral	(#1-#29)
Radio Producer	4774	1	WGBH Web Site/Job Posting	1	WGBH Web Site/Job Posting	(#1-#29)
Radio Production As	4798	1	Employee Referral	1	Employee Referral	(#1-#29)
Radio Production As	4856	8	Employee Referral	1	Employee Referral	(#1-#29)
			Other	2		
			Other Internet Job Posting	1		
			WGBH Web Site/Job Posting	4		
Radio Reporter/Ann	4766	1	Other	1	Other	(#1-#29)
Research Analyst	4734	1	Current Employee	1	Current Employee	(#1-#29)
Research Assistant	4724	3	College Listing	1	WGBH Web Site/Job Posting	(#1-#29)
			WGBH Web Site/Job Posting	2		
Research Assistant	4837	1	Current Employee	1	Current Employee	(#1-#29)
Research/Marketing	4870	1	Current Employee	1	Current Employee	(#1-#29)

Sales Manager	4769	1	Current Employee	1	Current Employee	(#1-#29)
Secretary/Office Coc	4775	3	Other Internet Job Posting WGBH Web Site/Job Posting	1 2	WGBH Web Site/Job Posting	(#1-#29), CareerBuilder.com, Monster, MediaBistro
Secretary	3773	6	Current Employee Employee Referral WGBH Web Site/Job Posting	1 1 4	WGBH Web Site/Job Posting	(#1-#29), MediaBistro, Hireculture,
Secretary	4762	7	College Listing Employee Referral WGBH Web Site/Job Posting	1 1 5	WGBH Web Site/Job Posting	(#1-#29)
Secretary	4910	5	Employee Referral WGBH Web Site/Job Posting	3 2	WGBH Web Site/Job Posting	(#1-#29)
Senior Account Exec	4801	1	Current Employee	1	Current Employee	(#1-#29)
Special Projects Assi	4697	1	Current Employee	1	Current Employee	(#1-#29)
Special Projects Assi	4754	3	WGBH Web Site/Job Posting	3	WGBH Web Site/Job Posting	(#1-#29)
Special Projects Assi	4914	1	Current Employee	1	Current Employee	(#1-#29)
Special Projects Assi	4932	1	Current Employee	1	Current Employee	(#1-#29)
Sr Development Assi	4785	1	Current Employee	1	Current Employee	(#1-#29)
Sr Executive Product	4924	1	Current Employee	1	Current Employee	(#1-#29)
Sr Major Gifts Office	4786	1	Current Employee	1	Current Employee	(#1-#29)
Sr Marketing Manag	4887	1	Current Employee	1	Current Employee	(#1-#29)
Sr Member Dev & Sr	4795	2	Other Internet Job Posting WGBH Web Site/Job Posting	1 1	WGBH Web Site/Job Posting	(#1-#29)
Sr Producer	4927	1	Current Employee	1	Current Employee	(#1-#29)
Sr Project Director	4954	1	Current Employee	1	Current Employee	(#1-#29)
Sr Radio Producer	4817	1	Current Employee	1	Current Employee	(#1-#29)
Sr Research Manager	4874	1	Current Employee	1	Current Employee	(#1-#29)

VP Broadband Interns	4939	1	Employment Agency	1	Employment Agency	(#1-#29)
Web Content Editor	4822	7	Current Employee Other WGBH Web Site/Job Posting	1 3 3	Other	(#1-#29)
Web Content Producer	4807	1	Current Employee	1	Current Employee	(#1-#29)
Web Content Producer	4855	2	WGBH Web Site/Job Posting	2	WGBH Web Site/Job Posting	(#1-#29)
Writer/Editor	4901	5	Current Employee Employee Referral Other Internet Job Posting WGBH Web Site/Job Posting	1 1 1 2	WGBH Web Site/Job Posting	(#1-#29)
Total Number of Interviewees:		322				

Attachment A

Recruitment Sources List

- 1) Action for Boston Comm. Develpmt
178 Tremont Street
Boston, MA 02111
617-357-6000 x399
Contact: Delcemia Jackson
Hi@bostonabcd.org
- 2) Emerson College
Office of Career Services
100 Beacon Street
617-824-8586
Contact: Amy Shea
careers@emerson.edu
- 3) Operation ABLE
119 Beach St, 4th Flr
Boston, MA 02111
617-542-4180
Contact: Susan Japson
Sjebson@operationable.net
- 4) University of Mass. at Boston
Career Services
100 Morrissey Boulevard
Boston, MA 02125-3393
617-287-5000
Contact: Mary Mahoney
Careers@umb.edu
- 5) Cambridge College
1000 Massachusetts Ave., #128
Cambridge, MA 02138
617-868-1000 x206
Contact: Robert Prague
- 6) Division of Employment(DET/DTA)
One Davis Square
Somerville, MA 02114
617-629-1496
Contact: Debra Garrett
Dgarrett@detma.org
- 7) Jewish Vocational Services
105 Chauncey St
Boston, MA 02111
617-451-8147
Contact: George Zeller
Gzeller@jvs-boston.org
- 8) People's Baptist Church
134 Camden St.
Boston, MA 02118
(617) 427-0424
Contact: Ms. Melinda Jacobs
mjacobs@pbcboston.org
- 9) D.E.A.F Inc.
215 Brighton Avenue
Brighton, MA 02134
617-254-4041
jemmar@deafinonline.org
- 10) Community Work Services
174 Portland Street
Boston, MA 02114
617-720-2233
Contact: Maria Krueger
- 11) Transition to Work
594 Colombia Rd. Suite #402
Dorchester MA, 02125
(617) 265-4123
- 12) South End Neighborhood Program
554 Columbus Ave.
Boston, MA 02118
- 13) Suffolk University
8 Ashburton Place
Boston, MA 02108-2770
(617) 573-8613
Contact: Maia Germain
mgermain@suffolk.edu
wcelesti@suffolk.edu
- 14) Jobs & Community Svcs
43 Hawkins St
Boston, MA 02114
Connie Doty
- 15) Work, Inc.
3 Arlington St.
Quincy, MA 02170
(617) 328-0300
Contact: Joanna Shapiro

- 16) Career Collaborative
434 Massachusetts Avenue Suite G3
Boston, MA 02118
(617) 424-6616
chris@careercollaborative.org
- 17) Northeastern University
Office of Career Services
P. O. Box 895
Boston, MA 02117
617-373-4249
Contact: Doreen Hodgekin
- 18) Enable, Inc./NETWorks
VR Staff
605 Neponset St.
Canton, MA 02021
(781) 828-4770
- 19) Boston College
Office of AHANA Student Programs
72 College Road
Chestnut Hill, MA 02167
617-552-3358
contact:Yvonne Mcdonnett
- 20) Allston/Brighton Community Dev
15 North Beacon St.
Allston, MA 02134
(617) 787-3874
Contact: Joanne McKenna
Mhn@allstonbrightoncdc.org
- 21) African Ameri Library & Info
UCLA Ctr for African American Studies
PO Box 951545
Los Angeles, CA 90095
(773) 363-3939
Itibari Zulu
- 22) African Americans in Advertising
PO Box 5375
New York, NY 10185
(212)-592-0132
Traci Dinkins
- 23) Asian American Journalists Assoc
AAJA, 1182 Market St, Suite 320
San Francisco CA 94102
schandra@hearst.com
415-346-2051
www.ajja.org
- 24) Asian American Lawyers Association
AALAM, P. O. Box 5655
Boston, MA 02114
Theodore Chuang
theodore.chuang@usdoj.gov
- 25) Asian American Civic Assoc
200 Tremont St
Boston, MA 02110
(617)-426-9492
Anh Nguyen
- 26) Asian American Resource Workshop
33 Harrison Ave., 3rd Fl.
Boston, MA 02111-2008
(617)-426-5313
Eun Joung Lee
- 27) Asian Task Force Against Dom Violence
100 Boylston St., Ste. 860
Boston, MA 02116
(617)-338-2350
Shirley Fan
www.atask.org
- 28) Asian/Pacific Amer Library Ass
Macalaster College
1600 Grand Ave
St. Paul, MN 55105
859-257-5679
Ganga Dakshinamurti, president
- 29) Assoc of Latino Prof in Finance
510 W Sixth St, Suite 400
Los Angeles, CA 90014
213-243-0004
Ernesto Galvan

Attachment B – Supplemental Outreach Initiatives Nov 16, 2009 – Nov 20, 2010

The WGBH Internship Program

This yearly program is for local college and university students. The goal is to provide each student with an opportunity to learn and develop practical skills through real world experience. Approximately, 160 internship opportunities are offered annually. Representatives from the Human Resources department maintain relationships with Career Services at different local, educational institutions through onsite visits and constant communications. This year we worked most closely with Boston University, Northeastern University and Emerson College. Other feeder programs include the Thresholds Program at Lesley University, the Career Opportunities for Students with Disabilities and others.

Internship College Fairs

WGBH participated in a few Internship Fairs during 2010: Two fairs at Emerson College (February 24 and October 20) hosting about 500 students each time and a Communications Roundtable Networking Event with roughly 200 students from 6 local Boston schools (Boston College, Boston University, Suffolk University, Emmanuel College, Northeastern University and Simmons University). Human Resources provided information to many students about internships in all different departments and production units across the Foundation. Human Resources also visited Northeastern University to conduct onsite interview sessions in the Spring and Fall of 2010. WGBH also hosted an event for local high school students (High School Quiz Show Super Sunday) where Human Resources recruited potential high school talent

Crimson Summer Academy at Harvard University

The Crimson Summer Academy at Harvard is a program that is designed to help low-income, high-achieving high school students from Boston and Cambridge public and parochial schools prepare for college. On July 7, 2010 WGBH hosted 35 students for an interactive tour and discussion designed to expose students to the many career opportunities available in Media and at the Foundation.

New Partnerships

WGBH formed several new partnerships in 2010:

Human Resources connected with the Department of Veterans Affairs and the U.S. Department of Labor's Veterans' Employment and Training Service to assist with the placement of returning veterans into the workforce through employment opportunities and internship positions. Representatives from the Department of Veterans Affairs and the U.S. Department of Labor visited WGBH on May 3, 2010 and October 6, 2010.

Human Resources has partnered with the MA Commission for the Blind to recruit talent for both internship and employment opportunities. Representatives from the MA Commission for the Blind met with the Media Access Group and Human Resources in the Spring of 2010 at the WGBH facilities.

Career Opportunities for Students with Disabilities (COSD)

Career Opportunities for Students with Disabilities (COSD) is a professional association comprised of more than 600 colleges and universities and over 500 major national employers. COSD encourages participation of employers in specialized internship and recruiting programs that focus on college students with disabilities. WGBH participated as a supporting sponsor at the COSD 11th Annual National Conference in Boston from November 6 to November 8, 2010.

Boston Private Industry Council – Groundhog Job Shadow Day

On February 2, 2010, WGBH hosted 20 Boston public high school students for a Job Shadow Day. The program was designed to provide students with a preview of the work world and the range of career opportunities available nowadays. Students were matched with employees from all across the Foundation and were able to "shadow" for several hours, observing and assisting them with their work.