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LOUIS SCHWARTZ  
(1918 - 2004)  
ROBERT A. WOODS  
(1931-2011)

March 24, 2015

EEO Staff, Policy Division  
Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> Street, S.W.  
Washington, D.C. 20554

Re: Station WNED-TV  
FIN 71928  
Buffalo, New York  
EEO Audit Letter Response  
FRN: 0003410461


Dear EEO Staff:

On behalf of Western New York Public Broadcasting Association, licensee of noncommercial educational television Station WNED-TV, Buffalo, New York, we are filing herewith the attached letter and attachments in response to your EEO audit letter dated February 6, 2015.

Please address any questions regarding the response to this office.

Very truly yours,

SCHWARTZ, WOODS & MILLER

By:   
Malcolm G. Stevenson

Attachments  
MGS/nmc



**WNED**  
**WBFO**  
Buffalo • Toronto

Horizons Plaza  
140 Lower Terrace  
Buffalo, New York 14202  
716/845.7000  
Fax: 716/845.7036

[wned.org](http://wned.org)

March 23, 2015

EEO Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> St., S.W.  
Washington, D.C. 20554

Re: WNED-TV (WNY Public Broadcasting Association) – Facility ID #71928

In response to your request for data pertaining to our Equal Employment Opportunity (EEO) program, we offer the following information. Responses are numbered to correspond with the information requests made in your letter dated February 6, 2015.

3. a) Enclosed are copies of WNED's **two most recent EEO public file reports**. The most recent report is posted on all websites.

The **hire dates for each full-time position filled** are listed by coverage period below:

February 1, 2013 – January 31, 2014

Administrative Assistant –	
Finance/Fdn. & Comm. Dev./HR	7/1/13
Membership Associate	8/19/13
Development/Pledge Producer	9/16/13
Membership Associate	12/9/13

January 22, 2014 – January 21, 2015

Database & Reports Specialist	5/20/14
Membership Associate	6/30/14
Capital Campaign Administrator	7/28/14
Director, Foundation & Community Development	9/8/14
Director, News & Public Affairs	9/22/14
Manager of Building Services	11/17/14
Digital Media Arts Manager	1/12/15
Capital Campaign Administrator (Re-Opened)	1/19/15

WNED-TV  
WBFO-FM 88.7  
Classical 94.5 WNED  
ThinkBright and Well / WORLD TV

Providing high-quality programming and services that enlighten, inspire, entertain, and educate our communities.

3. b) Enclosed is one **dated copy of job postings for each job filled** during the reporting periods, as well as a list (below) of recruitment sources as listed in the annual report for each position. Copies are kept of all advertisements, bulletins, letters, faxes, e-mails or other communications announcing the positions.

Feb 1, 2013 – Jan 31, 2014

**Administrative Assistant – Finance/Fdn & Comm. Dev./HR**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
New York State Broadcaster's Association  
State University of New York at Buffalo  
WUFO Radio

**Membership Associate #1**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
State University of New York at Buffalo  
WUFO Radio  
NYS Job Bank

**Development/Pledge Producer**

WNED Internal Source  
WNED Website  
WNED Twitter  
Careerbuilder.com  
CPB Jobline  
Current  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
Media Match  
NAACP  
State University of New York at Buffalo  
WUFO Radio

**Membership Associate #2**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
State University of New York at Buffalo  
WUFO Radio

Jan 22, 2014 – Jan 21, 2015

**Database & Reports Specialist**

WNED Internal Source  
WNED Website  
Careerbuilder.com



Association of Fundraising Professionals  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
CPB Jobline  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
State University of New York at Buffalo  
WUFO Radio  
NYS Job Bank

**Membership Associate**

WNED Internal Source  
WNED Website  
WNED Twitter  
Careerbuilder.com  
CPB Jobline  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYSBA  
NYS Job Bank  
WUFO Radio

**Capital Campaign Administrator**

WNED Internal Source  
WNED Website  
WNED Twitter  
Association of Fundraising Professionals  
Careerbuilder.com  
CPB Jobline  
Current  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center

Buffalo-Niagara Enterprise  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYSBA  
WUFO Radio

**Director of Foundation & Community Development**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
CPB Jobline  
Current  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYS Job Bank  
NYSBA  
State University of New York at Buffalo  
WUFO Radio

**Director, News & Public Affairs**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County

Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
New York State Broadcaster's Association  
State University of New York at Buffalo  
WUFO Radio  
Current

**Manager of Building Services**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
CPB Jobline  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYS Job Bank  
State University of New York at Buffalo  
WUFO Radio

**Digital Media Arts Manager**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
CPB Jobline  
WNED Twitter  
WNED Facebook  
Advertising Club of Buffalo  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute

Jewish Family Services  
 NAACP  
 NYS Job Bank  
 NYSBA  
 State University of New York at Buffalo  
 WUFO Radio

**Capital Campaign Administrator (Re-Opened)**

WNED Internal Source  
 WNED Website  
 WNED Twitter  
 Advertising Club of Buffalo  
 Careerbuilder.com  
 CPB Jobline  
 State Jobs.com  
 Western NY Association of College Career Centers  
 Buffalo-Niagara Enterprise  
 Buffalo Urban League  
 Catholic Charities  
 Community Action Organization of Erie County  
 Educational Opportunity Center  
 Everywoman Opportunity Center  
 Hispanics United  
 International Institute  
 Jewish Family Services  
 NAACP  
 NYS Job Bank  
 WUFO Radio

3. c) Total number of interviewees for each vacancy & the referral source for each interviewee:

Position	# of Interviewees	Referral Source
Admin. Assist. – Fin./Fdn & Comm. Dev./HR	4	Careerbuilder.com
Membership Assoc. #1	9	WNED Internal Source
Dev/Pledge Producer	9	WNED Internal Source
Membership Assoc. #2	2	Careerbuilder.com
Database & Rpts Spec.	10	Careerbuilder.com
Membership Assoc.	4	Careerbuilder.com
Capital Campaign Administrator	4	Buffalo-Niagara Enterprise
Dir., Fdn & Comm. Dev.	6	Careerbuilder.com
Dir., News & Public Affrs	5	WNED Internal Source
Mgr., Building Services	2	Careerbuilder.com
Digital Media Arts Mgr.	6	Adv. Club of Buffalo
Capital Campaign Admin. (Re-Opened)	1	WNED Internal Source

3. d) **Documentation of Unit recruitment initiatives** – WNED has a total of 76 full-time employees and the population of the market in which WNED operates is 250,000 or more. Therefore, WNED is required to perform four initiatives within a two-year period.

As detailed in the licensee’s annual EEO reports, there are many examples of recruitment initiatives undertaken by WNED.

**Initiatives performed in the reporting period February 1, 2013 – January 31, 2014 include, among others:**

1. WNED’s Director of HR attended Roberts Wesleyan College Job Recruitment Day Job Fair on March 20, 2013. The VP, Engineering & Technology and VP, Education & Outreach attended the Niagara Frontier Industry Education Council’s Career Fair Night on March 12, 2013.
2. Training for staff with regard to recruitment includes information on appropriate interview procedure and questions to be asked.

**For the reporting period January 22, 2014 – January 21, 2015 the following initiatives, among others, were performed:**

1. WNED’s Director of HR attended Robert Wesleyan College’s Job Recruitment Day Job Fair, Rochester, NY on March 13, 2014, representing both WNED & WXXI Public Broadcasting. The Director of HR also attended the NHRA 1<sup>st</sup> Annual Career Fair, November 7, 2014, Rochester, NY representing both WNED & WXXI Public Broadcasting.
2. All staff participated in Workplace Diversity online training as required by WNED’s Workplace Diversity Policy (attached).

**For both reporting periods, the following initiatives, among others, were performed:**

1. WNED’s **internship program** hosts a number of interns during the year (see sample confirmation letters enclosed).
  2. **All upper-level positions are listed in a job bank or newsletter of a media trade group with a broad-based membership**, including participation of women and minorities. (See enclosed job listing)
3. e) There are no pending or resolved complaints involving the Station filed during the Station’s current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of WNED.
3. f) As stated in WNED’s Employee Handbook (2.01 Workplace Diversity), ALL members of management are responsible for understanding WNED’s commitment to a diverse workforce and for actively assuring that the diversity plan is supported and carried out. (Policy enclosed)

In addition, WNED's EEO policies and program are communicated to employees through its Workplace Diversity policy in the Employee Handbook. (See attachments.)

WNED's application form also contains a statement, on the front page, which informs job applicants that "WNED considers all applicants for employment without regard to age, race, creed, color national origin, sex, sexual orientation, disability, military status, predisposing genetic characteristics, marital status or domestic violence victim status. In addition, WNED complies with applicable state and local laws prohibiting discrimination in employment. WNED also provides 'reasonable accommodations' to qualified individuals with disabilities, in accordance with the *Americans with Disabilities Act* and applicable state and local laws. Applicants who require reasonable accommodations during the application process may contact Sharon Congelli, Director of Human Resources."

3. g) As stated in WNED's Employee Handbook (2.01 Workplace Diversity), "We are proud of our efforts and our policy of providing equal opportunity for all applicants and employees without regard to sex, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, citizenship or veteran status." In 2012, as mandated by the Corporation for Public Broadcasting (CPB), WNED adopted its current Workplace Diversity policy which echoes the Station's commitment to equal employment opportunity for all and states its commitment "to promoting an environment in which differences are respected, employees are treated fairly, and individual contributions are valued and rewarded."

We also make it a point, in recruitment sourcing, to target diverse organizations based on the type of position and experience/skills required. (See 3. b) This carries over into our interviewing process, where we make it a point to interview a diverse array of qualified candidates. (See Applicant Flow Log – Administrative Assistant)

3. h) WNED periodically reviews its pay practices to ensure that salaries, pay rates and benefits are on a par with other public broadcasting entities. The Station also benchmarks pay practices through the use of compensation studies conducted by organizations such as National Educational Telecommunications Association (NETA) and the CPB's SABS reports. Selection and recruitment practices, as noted in 3. g, reflect WNED's commitment to diversity and non-discrimination.
3. i) WNED is not a religious broadcaster.

As Vice President of Finance & CFO of WNED (WNY Public Broadcasting Association), I certify that the information supplied herein is accurate and complete. If any further information is required to complete this audit of WNED's Equal Employment Opportunity program, please do not hesitate to contact me.

Sincerely,



Nancy Hammond  
Vice President of Finance & CFO

**ATTACHMENT 3a**



**EEO Public File Report for  
Western New York Public Broadcasting Association  
(WNED-DT, WNED-FM, WNJA, WBFO, WOLN, WUBJ)  
January 22, 2014 – January 21, 2015**

This EEO Public File Report is filed in WNY Public Broadcasting Association's (WNED) public inspection file pursuant to Section 73.2080 of the Federal Communications Commission's (FCC) rules.

During the period January 22, 2014 through January 21, 2015, WNED filled the following full-time vacancies:

- Director, News & Public Affairs
- Database & Reports Specialist
- Capital Campaign Administrator
- Membership Associate
- Director, Foundation & Community Development
- Manager of Building Services
- Digital Media Arts Manager
- Capital Campaign Administrator (Re-Opened)

Attachment A contains the following information for each full-time vacancy:

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and/or office, and telephone number.
- The recruitment source that referred the person hired for each full-time vacancy.
- The total number of persons interviewed for each full-time vacancy.
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Attachment B contains a list and brief description of Supplemental Outreach Initiatives completed for the period January 22, 2014 through January 21, 2015.

January, 2015

## **Attachment A**

### **EEO Public File Report**

**Recruitment Sources Used To Fill Each Full-time Vacancy  
For the period January 22, 2014 – January 21, 2015**

#### **Director of News & Public Affairs**

**Opened – 4/11/14**

**Filled – 9/22/14**

**Total Interviewed = 5**

**Source – WNED Internal Source**

WNED Internal Source

WNED Website

Careerbuilder.com

State Jobs.com

Western NY Association of College Career Centers

University of Buffalo Career Resource Center

Buffalo State College Career Development Center

Buffalo Urban League

Catholic Charities

Community Action Organization of Erie County

Educational Opportunity Center

Everywoman Opportunity Center

Hispanics United

International Institute

Jewish Family Services

NAACP

New York State Broadcaster's Association

State University of New York at Buffalo

WUFO Radio

Current

#### **Database & Reports Specialist**

**Opened – 4/19/14**

**Filled – 5/20/14**

**Total Interviewed = 10**

**Source – Careerbuilder.com**

WNED Internal Source

WNED Website

Careerbuilder.com

Association of Fundraising Professionals

State Jobs.com

Western NY Association of College Career Centers

Buffalo-Niagara Enterprise

Buffalo Urban League

Catholic Charities

Community Action Organization of Erie County

CPB Jobline

Educational Opportunity Center

Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
State University of New York at Buffalo  
WUFO Radio  
NYS Job Bank

**Capital Campaign Administrator**

**Opened – 5/3/14**

**Filled – 7/28/14**

**Total Interviewed = 4**

**Source – Buffalo-Niagara Enterprise**

WNED Internal Source  
WNED Website  
WNED Twitter  
Association of Fundraising Professionals  
Careerbuilder.com  
CPB Jobline  
Current  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo-Niagara Enterprise  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYSBA  
WUFO Radio

**Membership Associate**

**Opened – 4/30/14**

**Filled – 6/30/14**

**Total Interviewed = 4**

**Source – Careerbuilder.com**

WNED Internal Source  
WNED Website  
WNED Twitter  
Careerbuilder.com  
CPB Jobline  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise

Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYSBA  
NYS Job Bank  
WUFO Radio

**Director, Foundation & Community Development**

**Opened – 7/14/14**

**Filled – 9/8/14**

**Total Interviewed = 6**

**Source – Careerbuilder.com**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
CPB Jobline  
Current  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYS Job Bank  
NYSBA  
State University of New York at Buffalo  
WUFO Radio

**Manager of Building Services**

**Opened – 9/26/14**

**Filled – 11/17/14**

**Total Interviewed = 2**

**Source – Careerbuilder.com**

WNED Internal Source  
WNED Website  
Careerbuilder.com

CPB Jobline  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYS Job Bank  
State University of New York at Buffalo  
WUFO Radio

**Digital Media Arts Manager**

**Opened – 11/4/14**

**Filled – 1/12/15**

**Total Interviewed = 6**

**Source – Advertising Club of Buffalo website**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
CPB Jobline  
WNED Twitter  
WNED Facebook  
Advertising Club of Buffalo  
State Jobs.com  
Western NY Association of College Career Centers  
Buffalo-Niagara Enterprise  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
NAACP  
NYS Job Bank  
NYSBA  
State University of New York at Buffalo  
WUFO Radio

**Capital Campaign Administrator (re-opened)**  
**Opened – 10/2014**  
**Filled – 1/19/15**  
**Total Interviewed = 1**  
**Source – WNET Internal Source**  
 WNET Internal Source  
 WNET Website  
 WNET Twitter  
 Advertising Club of Buffalo  
 Careerbuilder.com  
 CPB Jobline  
 State Jobs.com  
 Western NY Association of College Career Centers  
 Buffalo-Niagara Enterprise  
 Buffalo Urban League  
 Catholic Charities  
 Community Action Organization of Erie County  
 Educational Opportunity Center  
 Everywoman Opportunity Center  
 Hispanics United  
 International Institute  
 Jewish Family Services  
 NAACP  
 NYS Job Bank  
 WUFO Radio

## Recruitment Sources Contact Information

### Director, News & Public Affairs

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNET Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (716) 845-7021 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	3	N
WNET Website	<a href="http://www.wned.org">www.wned.org</a>	1	N
WNET Twitter	Megan Wagner <a href="mailto:mwagner@wned.org">mwagner@wned.org</a>	0	N
Advertising Club of Buffalo	<a href="http://www.advertisingclubofbuffalo.com/jobs">www.advertisingclubofbuffalo.com/jobs</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N

University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Broadcasters Assoc.	<a href="mailto:cjung@nysba.org">cjung@nysba.org</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N
Current	Emily Lowery <a href="mailto:Emily.lowery@gmail.com">Emily.lowery@gmail.com</a>	1	N

### Database & Reports Specialist

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (716) 845-7021 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	6	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	2	N
Association of Fundraising Professionals	Katheryn Ross-Winnie <a href="http://www.afpwnychapter.org">www.afpwnychapter.org</a>	0	N
Careerbuilder.com	Mary Beth Cameron		

	<a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	2	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
CPB Jobline	<a href="http://www.cpb.org/jobline/">http://www.cpb.org/jobline/</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N

### Capital Campaign Administrator

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	0	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	1	N
WNED Twitter	Megan Wagner, <a href="mailto:mwagner@wned.org">mwagner@wned.org</a> , 716-845-7155	0	N
Association of Fundraising Professionals	Katheryn Ross-Winnie <a href="http://www.afpwnychapter.org">www.afpwnychapter.org</a>	1	N



Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	0	N
Corporation for Public Broadcasting Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
Current	Emily Lowery <a href="mailto:Emily.lowery@gmail.com">Emily.lowery@gmail.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	2	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYSBA	<a href="mailto:cjung@nysba.org">cjung@nysba.org</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N

## Membership Associate

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	2	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
WNED Twitter	Megan Wagner, <a href="mailto:mwagner@wned.org">mwagner@wned.org</a> , 716-845-7155	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	2	N
Corporation for Public Broadcasting Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYSBA	<a href="mailto:cjung@nysba.org">cjung@nysba.org</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N
WUFO Radio	<a href="mailto:dwayneecumberlander@yahoo.com">dwayneecumberlander@yahoo.com</a>	0	N

## Director, Foundation & Community Development

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	1	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	1	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	2	N
Corporation for Public Broadcasting Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
Current	Emily Lowery <a href="mailto:Emily.lowery@gmail.com">Emily.lowery@gmail.com</a>	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	2	N
University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N
NYSBA	<a href="mailto:cjung@nysba.org">cjung@nysba.org</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N

WUFO Radio	<a href="mailto:dwayneecumberlander@yahoo.com">dwayneecumberlander@yahoo.com</a>	0	N
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**Manager of Building Services**

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	0	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	2	N
CPB Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwayneecumberlander@yahoo.com">dwayneecumberlander@yahoo.com</a>	0	N

## Digital Media Arts Manager

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	1	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	2	N
CPB Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
WNED Twitter	<a href="mailto:mharris@wned.org">mharris@wned.org</a>	0	N
WNED Facebook	<a href="mailto:mharris@wned.org">mharris@wned.org</a>	0	N
Advertising Club of Buffalo	<a href="http://www.advertisingclubofbuffalo.com/jobs">www.advertisingclubofbuffalo.com/jobs</a>	3	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N
NYSBA	<a href="mailto:cjung@nysba.org">cjung@nysba.org</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N

### Capital Campaign Administrator (Re-Opened)

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:sconcelli@wned.org">sconcelli@wned.org</a>	1	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
WNED Twitter	<a href="mailto:mharris@wned.org">mharris@wned.org</a>	0	N
Advertising Club of Buffalo	<a href="http://www.advertisingclubofbuffalo.com/jobs">www.advertisingclubofbuffalo.com/jobs</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	0	N
CPB Jobline	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Buffalo-Niagara Enterprise	<a href="http://www.BuffaloNiagaraJobs.com">www.BuffaloNiagaraJobs.com</a>	0	N
Buffalo Urban League	<a href="mailto:iking@BuffaloUrbanLeague.org">iking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie Cty.	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	0	N
WUFO Radio	<a href="mailto:dwayneecumberlander@yahoo.com">dwayneecumberlander@yahoo.com</a>	0	N

## **Total Number of Interviewees & Recruitment Sources**

The following are the recruitment sources that referred interviewees during the period covered by this report and the number of interviewees referred by each of those sources.

**Total # of Interviewees** 38

### **Sources**

<b>WNED Internal Source</b>	<b>14</b>
<b>WNED Website</b>	<b>5</b>
<b>Careerbuilder.com</b>	<b>10</b>
<b>Buffalo-Niagara Enterprise</b>	<b>4</b>
<b>Association of Fundraising Professionals</b>	<b>1</b>
<b>Current</b>	<b>1</b>
<b>Advertising Club of Buffalo</b>	<b>3</b>

**January 2015**

## Attachment B

FCC Public File Report January 22, 2014 – January 21, 2015

### Description of Supplemental Outreach Initiatives

Activity Classification	Type of Activity	Brief Description
1	Job Fairs	<p>WXXI's HR Director &amp; HR Administrative Assistant attended Robert Wesleyan's Job Recruitment Day on March 13, 2014, representing both WXXI &amp; WNED Public Broadcasting.</p> <p>WXXI's HR Director &amp; HR Administrative Assistant attended NHRA 1<sup>st</sup> Annual Career Fair, November 7, 2014, representing both WXXI &amp; WNED Public Broadcasting.</p>
5	Internship Program	<p>As part of its community commitment to serve the public, WNED has worked with colleges and high schools in and out of the Erie County area in numerous internship opportunities. These internships prepare the participants for possible careers in broadcasting and related professions. Available Fall, Winter, Spring and Summer semesters. On-going.</p> <p>The Engineering Department hosted a Kenmore West High School pre-electrical engineering student for a "shadow day" at WNED on October 12, 2014.</p>
7	NYS Broadcaster's Association Intern Program	<p>One student completed a paid internship opportunity at WNED through NYSBA June-August 2014.</p>



8	Staff Development/Training	<p>All staff participated in:</p> <ul style="list-style-type: none"> <li>- <i>Preventing Harassment &amp; Discrimination</i> online training, June-July 2014</li> <li>- <i>Workplace Diversity</i> online training, Sept 2014.</li> </ul> <p>Eight staff members received forklift certification &amp; 13 staff members received Skyjack certification, June 2014.</p> <p>14 senior &amp; mid-level management staff members participated in the Canisius College Professional Development program, April 2014</p> <p>VP for Marketing &amp; Sales participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- July 2014 Public Media Development Marketing Conference – attended the conference and co-facilitated a full day workshop about selling underwriting</li> <li>- Dec 2014 NPR One Digital Engagement webinar, <i>Monetizing the NPR One Smartphone</i> app</li> <li>- Dec 2014 The Media Audit webinar on audience demographics and psychographics</li> </ul> <p>Corporate Development Sales Representative #1 participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- Webinar in 2014 involving NPR Digital Services. Measuring Trends</li> <li>- Webinar in 2014 offered by DEI – Selling digital platforms</li> </ul> <p>Corporate Development Sales Representative #2 participated in the following professional development activities:</p>
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		<ul style="list-style-type: none"> <li>- Attended a presentation on PBS programs audience research delivered by Steve McGowan of PBS research.</li> <li>- Attended a presentation on strategic fund raising and support delivered by Doug Eichten of Greater Public Media.</li> </ul> <p>VP / Engineering and Technology - attended PBS Technical Conference in Las Vegas April 2 – 4 2014, attending numerous educational seminars and white paper presentations on digital TV and related subjects</p> <p>VP / Engineering and Technology - attended ENNES Educational Foundation workshop at NAB 2014 (Las Vegas April 5<sup>th</sup> 2014) - which provides broadcast engineers with the latest information in broadcast and media technology</p> <p>VP for Finance, CFO received the following professional development:</p> <ul style="list-style-type: none"> <li>- Presentation on Social Media and Television Viewing Habits by Steve McGowan, May 27, 2014</li> <li>- Performance Evaluation Training by Canisius College, Oct 2014</li> <li>- TIAA-CREF webinar – CREF Introduction to Multi-Class Structure, January 13, 2015</li> </ul> <p>Director of Human Resources participated in the following webinars:</p> <ul style="list-style-type: none"> <li>- <i>PMBA Nuts &amp; Bolts of Public Inspection File</i>, Sept 2014</li> <li>- <i>Hiring, Performance Management &amp; Termination</i>, Sept 2014</li> <li>- <i>PMBA Affordable Care Act</i>, Oct 2014</li> <li>- <i>Privacy &amp; Social Media in the Workplace</i>, Oct 2014</li> <li>- <i>BLR Onboarding: Engaging New Hires</i>, Oct 2014</li> <li>- <i>Immigration 101</i>, Nov 2014</li> </ul>
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		Director of Human Resources participated in 6 <i>HR Forums</i> , Loomis Associates, during the reporting period.
10	Programs related to career opportunities in Broadcasting sponsored by educational institutions	<p>Corporate Development Sales Representative #1 is involved in a mentoring program (TRIO) at Medaille College, mentoring college students enrolled in a Communications program.</p> <p>VP / Engineering &amp; Technology - Serves as a member of the Kenmore-Tonawanda Public School District Technology Advisory Board, working with Middle School and High School students and teachers in the Ken-Ton District in their certified Computer Networking &amp; Technology and Pre-Engineering Academy's.</p> <p>VP / Engineering &amp; Technology - attended a Western NY Prosperity Scholarship event at the University at Buffalo on May 7<sup>th</sup> 2014 called "Innovate &amp; Caffeinate" on behalf of WNED/WBFO. The event is a networking opportunity designed to mix past &amp; present WNY Prosperity Scholarship student recipients from UB with local industry leaders to promote and foster career opportunities in WNY.</p>
11	Community events designed to inform the public as to employment opportunities in broadcasting	The Engineering Department hosts regular local Society of Broadcast Engineers chapter meetings (8 months/year) at WNED that provide education and training on television & radio broadcast systems and opportunities and are free and open to fellow broadcasters, employees, students & the community.

12	Listing each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities	Two upper-level positions were listed in a job bank or media sites with a broad-based membership, including participation of women and minorities:  - Director of News & Public Affairs & Director of Foundation & Community Development – <i>Current</i> newspaper
16	Participation in activities that the licensee itself has designed to further the goal of disseminating information about employment opportunities in broadcasting	The Engineering Department hosts regular local Society of Broadcast Engineers chapter meetings (8 months/year) at WNED that provide education and training on television & radio broadcast systems and opportunities and are free and open to fellow broadcasters, employees, students & the community.

## **EEO Public File Report for WNED Public Broadcasting Association February 1, 2013 – January 31, 2014**

This EEO Public File Report is filed in WNED's public inspection file pursuant to Section 73.2080 of the Federal Communications Commission's (FCC) rules.

During the period February 1, 2013 through January 31, 2014, WNED filled the following full-time vacancies:

- Administrative Assistant – Finance/Foundation & Community Development/HR
- Membership Associate
- Development/Pledge Producer
- Membership Associate

Attachment A contains the following information for each full-time vacancy:

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and/or office, and telephone number.
- The recruitment source that referred the person hired for each full-time vacancy.
- The total number of persons interviewed for each full-time vacancy.
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

Attachment B contains a list and brief description of Supplemental Outreach Initiatives completed for the period February 1, 2013 through January 31, 2014.

January, 2014

## **Attachment A**

### **EEO Public File Report**

**Recruitment Sources Used To Fill Each Full-time Vacancy  
For the period February 1, 2013 – January 31, 2014**

**Administrative Assistant, Finance/Fdn-Com Dev/HR**

**Opened – 4/30/13**

**Filled – 7/1/13**

**Total Interviewed = 4**

**Source – Careerbuilder.com**

WNED Internal Source

WNED Website

Careerbuilder.com

State Jobs.com

Western NY Association of College Career Centers

University of Buffalo Career Resource Center

Buffalo State College Career Development Center

Buffalo Urban League

Catholic Charities

Community Action Organization of Erie County

Educational Opportunity Center

Everywoman Opportunity Center

Hispanics United

International Institute

Jewish Family Services

NAACP

New York State Broadcaster's Association

State University of New York at Buffalo

WUFO Radio

**Membership Associate**

**Opened – 5/22/13**

**Filled – 8/19/13**

**Total Interviewed = 9**

**Source – WNED Internal Source**

WNED Internal Source

WNED Website

Careerbuilder.com

State Jobs.com

Western NY Association of College Career Centers

Buffalo Urban League

Catholic Charities

Community Action Organization of Erie County

Educational Opportunity Center

Everywoman Opportunity Center

Hispanics United

International Institute

Jewish Family Services

NAACP  
State University of New York at Buffalo  
WUFO Radio  
NYS Job Bank

**Development/Pledge Producer**

**Opened – 7/19/13**

**Filled – 9/16/13**

**Total Interviewed = 9**

**Source – WNED Internal Source**

WNED Internal Source  
WNED Website  
WNED Twitter  
Careerbuilder.com  
CPB Jobline  
Current  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center  
Hispanics United  
International Institute  
Jewish Family Services  
Media Match  
NAACP  
State University of New York at Buffalo  
WUFO Radio

**Membership Associate**

**Opened – 11/5/13**

**Filled – 12/9/13**

**Total Interviewed = 2**

**Source – Careerbuilder.com**

WNED Internal Source  
WNED Website  
Careerbuilder.com  
State Jobs.com  
Western NY Association of College Career Centers  
University of Buffalo Career Resource Center  
Buffalo State College Career Development Center  
Buffalo Urban League  
Catholic Charities  
Community Action Organization of Erie County  
Educational Opportunity Center  
Everywoman Opportunity Center

Hispanics United  
 International Institute  
 Jewish Family Services  
 NAACP  
 State University of New York at Buffalo  
 WUFO Radio

## Recruitment Sources Contact Information

### Administrative Assistant, Finance/Fdn-Com Dev/HR

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (716) 845-7021 <a href="mailto:sconcelli@wned.org">sconcelli@wned.org</a>	1	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	3	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie County	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N



International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
NYS Broadcasters Assoc.	<a href="mailto:sandy@nysba.org">sandy@nysba.org</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>		N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N

#### Membership Associate

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (716) 845-7021 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	2	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	1	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	5	N
Buffalo Urban League	<a href="mailto:jking@BuffaloUrbanLeague.org">jking@BuffaloUrbanLeague.org</a>	0	N
Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie County	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N

International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N
NYS Job Bank	<a href="http://www.labor.state.ny.us">www.labor.state.ny.us</a>	1	N
State Jobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N

### Development/Pledge Producer

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:scongelli@wned.org">scongelli@wned.org</a>	2	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	3	N
WNED Twitter	Megan Wagner, <a href="mailto:mwagner@wned.org">mwagner@wned.org</a> , 716-845-7155	0	N
Corporation for Public Broadcasting	<a href="http://www.cpb.org/stations/jobs">http://www.cpb.org/stations/jobs</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	3	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	1	N
Current	Kathleen Unwin 877-745-8776, ext. 1; <a href="mailto:currentpublicmedia@gmail.com">currentpublicmedia@gmail.com</a>	0	
University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
StateJobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N
Buffalo Urban League	<a href="mailto:iking@BuffaloUrbanLeague.org">iking@BuffaloUrbanLeague.org</a>	0	N

Catholic Charities	<a href="mailto:Laurie.domiano@ccwny.org">Laurie.domiano@ccwny.org</a>	0	N
Community Action Organization of Erie County	<a href="mailto:Caohr@roadrunner.com">Caohr@roadrunner.com</a>	0	N
Educational Opportunity Center	<a href="mailto:keysor@buffalo.edu">keysor@buffalo.edu</a>	0	N
Everywoman Opportunity Center	<a href="mailto:ewocbuf@everywoman.org">ewocbuf@everywoman.org</a>	0	N
Hispanics United	<a href="mailto:liglesias624@hotmail.com">liglesias624@hotmail.com</a>	0	N
International Institute	<a href="mailto:iib@iibuff.org">iib@iibuff.org</a>	0	N
Jewish Family Services	<a href="mailto:generalinfo@jfsbuffalo.org">generalinfo@jfsbuffalo.org</a>	0	N
Media Match.com	<a href="http://www.mediamatch.com">www.mediamatch.com</a>	0	N
NAACP	<a href="mailto:NAACP@Apollo3.com">NAACP@Apollo3.com</a>	0	N
State University of New York at Buffalo	<a href="mailto:dryan@buffalo.edu">dryan@buffalo.edu</a>	0	N
WUFO Radio	<a href="mailto:dwaynecumberlander@yahoo.com">dwaynecumberlander@yahoo.com</a>	0	N

### Membership Associate

Recruitment Source	Contact Name/Office	Total Interviewed	Requested Notification
WNED Internal Source 140 Lower Terrace Buffalo, NY 14202	Sharon Congelli (585)258-0220 <a href="mailto:sconcelli@wned.org">sconcelli@wned.org</a>	1	N
WNED Website	<a href="http://www.wned.org">www.wned.org</a>	0	N
Careerbuilder.com	Mary Beth Cameron <a href="mailto:mcameron@gannett.com">mcameron@gannett.com</a> 585-258-9717	1	N
Western NY Association of College Career Centers	<a href="http://www.lamBuffaloNiagaraJOBS.com">www.lamBuffaloNiagaraJOBS.com</a> 716-852-7100, ext. 432	0	N
University of Buffalo Career Resource Center	<a href="mailto:Business-buffalo-csm@symplicity.com">Business-buffalo-csm@symplicity.com</a>	0	N
StateJobs.com	<a href="http://jobs.50statejobs.com">http://jobs.50statejobs.com</a>	0	N
Buffalo State College Career Development Center	<a href="mailto:askorca@buffalostate.edu">askorca@buffalostate.edu</a> 716-878-5811	0	N



## Attachment B

FCC Public File Report February 1, 2013 – January 31, 2014

### Description of Supplemental Outreach Initiatives

Activity Classification	Type of Activity	Brief Description
1	Job Fairs	<p>WNED's HR Director attended Roberts Wesleyan College Job Recruitment Day Job Fair on March 20, 2013, representing both WNED, Buffalo, NY &amp; WXXI, Rochester, NY.</p> <p>VP, Engineering &amp; Technology and VP, Education &amp; Outreach attended NIAGARA FRONTIER INDUSTRY EDUCATION COUNCIL'S Career Fair Night on March 2013, representing both WNED, Buffalo, NY &amp; WXXI, Rochester, NY.</p>
5	Internship Program	<p>As part of its community commitment to serve the public, WNED has worked with colleges and high schools in and out of the Erie County area in numerous internship opportunities. These internships prepare the participants for possible careers in broadcasting and related professions. Available Fall, Winter, Spring and Summer semesters. On-going.</p> <p>WNED applied &amp; was selected to participate in the 2014 NYSBA Internship Program which provides a paid opportunity for a student for up to 180 hours a year.</p>

Activity Classification	Type of Activity	Brief Description
8	Staff Development/Training	<p>Management staff &amp; other appropriate personnel participated in <i>Workplace Diversity</i> online training.</p> <p>Director, Corporate Communications participated in the following professional development webinars &amp; activities:</p> <ul style="list-style-type: none"> <li>- 2/1 - Adobe Webinar: Ask A Pro: Using Edge Animate and Creative Cloud for Responsive Web Design</li> <li>- 2/15 – Adobe Webinar: Ask A Pro: Get started creating video with Adobe Creative Cloud</li> <li>- 2/26 – Advertising Club of Buffalo’s AdLab: Evaluating Creative</li> <li>4/4 – Seth Godin</li> <li>- 5/13 – PBS Brand Masters Seminar</li> <li>- 5/14 – 5/16 – PBS Annual Meeting</li> <li>- 6/21 - Adobe Webinar Creative Cloud for Photography with Photoshop CC and Lightroom</li> <li>- 7/12 – Building Creative Organizations – Lynda.com</li> <li>- 7/16 – Advanced InDesign – creativelive.com</li> <li>- 10/4 - Coaching and Developing Employees – Lynda.com</li> <li>- 10/7 - Downton Abbey Season 4 webinar</li> </ul> <p>Communications Content Associate &amp; Digital Media Arts Manager participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- TEDxBuffalo - September 2013</li> <li>- Seth Godin – April 2013</li> </ul> <p>Graphic Designer participated in the following professional development webinars:</p> <ul style="list-style-type: none"> <li>- Final Cut Pro X Essential Training (Lynda.com) – October 2013</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<ul style="list-style-type: none"> <li>- Adobe Photoshop CC Essential Training (Lynda.com) – September 2013</li> </ul> <p>Art Director participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- 6/25/2013 - Audio Conference - New Supervisor</li> <li>- 11/5/2013 - “Essential Skills for the First-Time Manager” Seminar</li> <li>- 6/19/13 - Advanced Photoshop User Seminar</li> <li>- 12/9/13 - Photography Skills Seminar</li> <li>- 9/2013 - Lynda.com - InDesign Training - Online Course</li> <li>- 6/2013, 8/2013, 1/2014 - Creative Live Online Training:</li> <li>- 3/2013 - Photography Convention - focusing on Photoshop Skills &amp; Post-Processing of Images, Digital Media, Photography skills.</li> </ul> <p>Digital &amp; Social Media Content Coordinator participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- December 5, 2013 - Tedx Buffalo Women</li> <li>- December 12, 2013 - MusicMaster Training with Music Librarian</li> <li>- October 7, 2013 - Downton Abbey Season 4 webinar</li> <li>- June 6, 2013 - Social Media and Your Audience for Music Stations</li> <li>- April 25, 2013 - Strategizing Beyond the Like</li> <li>- March 7, 2013 - Best Practices for Marketing Your Station on Facebook, Twitter and LinkedIn</li> <li>- Mar 1, 2013 - A Guide to Marketing Your Station Online</li> </ul> <p>Webmaster participated in the following professional development activities:</p>

Activity Classification	Type of Activity	Brief Description
		<ul style="list-style-type: none"> <li>- Photoshop Week Webinar, CreativeLive.com, Feb. 25 – March 2, 2013</li> </ul> <p>VP, Education &amp; Outreach participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- Poverty Research Workshop, March 2013</li> <li>- Niagara County Poverty Conference, March 2013</li> <li>- CPB/RTL Presenter, Webinar, April 2013</li> <li>- Shaw Festival Educator Workshop, April 2013</li> <li>- Completed CPR Training, April 2013</li> <li>- PBS Kids Fundraising Webinar, May 2013</li> <li>- NYS Historian Conference, June 2013</li> <li>- PBS TL Self Paced Courses Webinar, July 2013</li> <li>- PBS LearningMedia Custom Service Information Webinar, July 2013</li> <li>- NYSED Common Core Conference, Albany, NY, August 2013</li> <li>- PBS Writers Contest Webinar, Sept 2013</li> <li>- Overview of the 2014 Writer's Contest Webinar, Nov 2013</li> <li>- PBS LearningMedia Station Training - KNPB, WNED, WSKG, Nov 2013</li> <li>- Logic Model Seminar Webinar, Nov 2013</li> <li>- RTL &amp; Promise Neighborhood Webinar, November 2013</li> </ul> <p>Manager, Learning &amp; Technology participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- Mission: The PBS KIDS Writers Contest Webinar, March 2013</li> <li>- Enhancement Preview Webinar,</li> </ul>



Activity Classification	Type of Activity	Brief Description
		<p>July 2013</p> <ul style="list-style-type: none"> <li>- PBS LearningMedia Custom Service Information Webinar, July 2013</li> <li>- PBS TeacherLine Self-Paced Courses Webinar, July 2013</li> <li>- PBS LearningMedia Station Webinar: "Get Your Tech On" Campaign Review Webinar, Sept 2013</li> <li>- PBS KIDS Writers Contest: Explore the New Station Story Module Webinar, September 2013</li> <li>- Overview of the 2014 Writers Contest Webinar, Nov 2013</li> <li>- PBS LearningMedia Station Training - KNPB, WNED, WSKG, November 2013</li> <li>- Interactive Station Map on ValuePBS.org &amp; How to Input Data Webinar, December 2013</li> <li>- The Connection Between the Arts &amp; the ELA Conference, December 2013</li> <li>- PBS KIDS Fundraising Project – Prospecting for PBS KIDS Webinar, January 2014</li> </ul> <p>Education Associate participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- RTL/Webinar, Jan 2013</li> <li>- RTL/Boys&amp;Girls Club Staff Training, Feb 2013</li> <li>- RTL/Webinar, Feb 2013</li> <li>- RTL/Webinar, Apr 2013</li> <li>- StateLearning Standards/Webinar, April 2013</li> <li>- RTL/Webinar, June 2013</li> <li>- Education Retreat, June 2013</li> <li>- RTL/Webinar, July 2013</li> <li>- RTL/Webinars, September 2013</li> <li>- RTL/CCRN Workshop, October 2013</li> <li>- RTL/Webinar, Dec 2013</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>Education Assistant participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- RTL Webinar/training, April 2013</li> <li>- PBS KIDS M&amp;C webinar, August 2013</li> </ul> <p>VP / Engineering &amp; Technology participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- Attended PBS Technical Conference in Las Vegas, April 2013</li> <li>- Attended Ennes Educational Foundation workshop at NAB 2013 (Las Vegas April 2013)</li> <li>- Attended Evertz Mediator Automation training in Syracuse NY Sept 2013</li> </ul> <p>Manager, Assistant Manager &amp; Maintenance &amp; Operations Engineers attended Evertz (a broadcast equipment manufacturer) Mediator Automation Platform training in Syracuse NY, Sept 2013.</p> <p>VP, Finance/CFO participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- EAP Seminar – Effective Communication Skills, April 2013</li> <li>- Lawley Benefits Roundtable (Retirement Plan Fee Disclosures), May 2013</li> <li>- AICPA Not for Profit Conference (virtual), June 2013</li> <li>- Lumsden &amp; McCormick Non for Profit Conference, Nov 2013</li> <li>- TIAA-CREF – Investment Performance Review, May 2013</li> <li>- TIAA-CREF – Understanding 457(b) Deferred Comp Plans, July 2013</li> <li>- AICPA – Endowments, July 2013</li> <li>- TIAA-CREF – Investment</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>Performance Review, August 2013</p> <ul style="list-style-type: none"> <li>- PMBA Webinar, September 2013</li> <li>- TIAA-CREF – Investment Menu Design &amp; Oversight, October 2013</li> <li>- TIAA-CREF – Retirement Plan Design, October 2013</li> <li>- CPB Radio CSG Requirements, October 2013</li> </ul> <p>Manager, Foundation Development participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- National Center for Media Engagement webinar, Growing Sideways: How today's news audiences discover your content and how to position your site for success, March 2013</li> <li>- Citrix Webinar, Show me the numbers: Basic metrics to grow your project, April 2013</li> <li>- WNED/EAP - Effective communication skills, April 2013</li> <li>- ITVS Webinar: OVEE, 04/17/13</li> <li>- PBS Webinar, PBS Kids Fundraising Post-Annual Meeting Show and Tell, May 2013</li> <li>- US General Services Administration Webinar: SAM.gov Grantee Account Migration, June 2013</li> <li>- PBS Webinar: PBS Development Summer E-Learning: Maybe it's your case, August 2013</li> <li>- Johnson Center for Philanthropy - The Foundation Review Webinar: Inside Foundation Evaluation, Sept 2013</li> <li>- Wealth Engine Webinar: Once Upon a Time -- How to captivate grant makers through your nonprofit's story, Nov 2013</li> <li>- Skillpath Seminar: Coaching &amp;</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>Teambuilding Skills, December 2013</p> <ul style="list-style-type: none"> <li>- PBS Webinar: PBS Kids Fundraising Project – Prospecting for PBS Kids, January 2014</li> <li>- Grant Center Webinar: Not your mother’s media (funding), January 2014</li> </ul> <p>FM Program Director participated in the following professional development activities:</p> <ul style="list-style-type: none"> <li>- Attended meeting of the PRPD Conference Committee via teleconference, Feb 2013</li> <li>- Participated in PRPD Board Executive Committee teleconference, February 2013.</li> <li>- Participated in teleconference of the PRPD Conference Committee, February 2013</li> <li>- PRPD Board Executive Committee teleconference, March 2013.</li> <li>- PRPD Board Executive Committee teleconferences, April 2013.</li> <li>- PRPD Board of Directors teleconference, April 2013.</li> <li>- PRPD Board Executive Committee meeting, May 2013.</li> <li>- PRPD Conference Committee teleconferences, May 2013.</li> </ul> <p>FM Program Director:</p> <ul style="list-style-type: none"> <li>- PRPD Board Executive Committee monthly meetings, June 2013-January 2014.</li> <li>- Monthly meetings of the PRPD Conference Committee via teleconference, June 2013-January 2014</li> <li>- PRPD/AMMPR Classical meetings via teleconference, Jul-Aug 2013.</li> <li>- PRPD Board of Directors meeting via teleconference, July</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>2013.</p> <ul style="list-style-type: none"> <li>- PRPD Board Executive Committee retreat , Nov 19-21, 2013</li> <li>- Webinar, <i>Say Yes to Innovation</i> with WNYC's Dean Cappello, Feb 2013</li> <li>- Webinar for Public Radio Music Month.</li> <li>- Webinar for Composer 2, June 2013.</li> <li>- NPR Digital webinar Composer 2, June 2013.</li> <li>- Public Radio Programming conference in Atlanta, September 2013.</li> <li>- Webinar on RRC Classical National Plan Developer Study, October 2013.</li> </ul> <p>FM Program Director &amp; and Digital Media Content Associate received training on new WNED CMS.</p> <p>FM Music Librarian &amp; all program hosts received training on library program MusicMaster, Oct-Dec 2013.</p> <p>VP, Marketing &amp; Sales attended the PMDMC, July 2013</p> <p>Controller:</p> <ul style="list-style-type: none"> <li>- Attended conference, <i>Developing your Leadership Brand</i>, October 2013</li> <li>- Webinar, <i>Updates for FY13 AFR</i>, September 2013</li> <li>- Attended PMBA conference, May 2013</li> <li>- Webinar: <i>Radio CSG Program: Program Updates</i>, October 2013</li> <li>- Webinar: <i>Chip Cards: Improving Security of card transactions and point of sale experience</i>, January 2014</li> </ul> <p>Production Accountant:</p> <ul style="list-style-type: none"> <li>- Webinar, Grantee Orientation by</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>CPB for the Strengthening Education Reporting grant, October 2013</p> <p>Corporate Development Representative:</p> <ul style="list-style-type: none"> <li>- Monthly workshop presented by Medaille College featuring brainstorming and lectures by Marketing pros in the community.</li> </ul> <p>Director, News &amp; Public Affairs/WBFO Station Mgr:</p> <ul style="list-style-type: none"> <li>- Attended the Public Radio Program Directors conference in Atlanta, 9/16-9/20.</li> </ul> <p>Sr. Director, Membership:</p> <p><u>Webinars:</u></p> <ul style="list-style-type: none"> <li>- Maximizing Online Revenue, February 2013</li> <li>- Spring Pledge Drive Virtual Roundtable, March 2013</li> <li>- Review of WNED News and Classical 2012 Single Station donorCentrics Report, March 2013</li> <li>- Review of WNED TV Overall 2012 Single Station donorCentrics Report, March 2013</li> <li>- MemberCard 2.0: The New and Improved MemberCard Program, March 2013</li> <li>- How Geo-Mapping Improves Acquisition Mail Response Rates, March 2013</li> <li>- EAP Seminar on <i>Effective Communication Skills</i>, April 2013</li> <li>- Optimize the Use of Your Constant Contact Integration with Allegiance , April 2013</li> <li>- Radio Group D donorCentrics Collaborative Benchmarking Group Meeting, April 2013</li> <li>- The Power of Planning: Building a Strategic &amp; Long Term</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<ul style="list-style-type: none"> <li>Development Plan, April 2013</li> <li>- Templates Deep Dive, April 2013</li> <li>- Matching Gift module and HEP integration, April 2013</li> <li>- See what I'm saying? Using data visualization to make the case for membership, May 2013</li> <li>- Beyond the Crystal Ball: Using wealth research &amp; data enhancements in fundraising, May 2013</li> <li>- TV Group D donorCentrics Collaborative Benchmarking Meeting, May 2013</li> <li>- Radio Group B donorCentrics Collaborative Benchmarking Meeting, May</li> <li>- CDP Vehicle Donations Reporting, May 2013</li> <li>- CDP Masterpiece Prospects, June 2013</li> <li>- Sage Fundraising Online: Make Stronger Connections with Supporters on the Web, June 2013.</li> <li>- CDP: Understanding ROAR , June 2013</li> <li>- ABC Sustainers, Part 1, August 2013</li> <li>- Age Append, Email Append, and Acquisition Lists, Oh My!, August 2013</li> <li>- ABC Sustainers, Part 2, August 2013</li> <li>- PBS Development Summer E-Learning: Maybe It's Your Case, Aug 2013</li> <li>- Just in Time for Your Fall Drive - Greater Public's New On-Air Fundraising Toolkit, August 2013</li> <li>- CDP Putting ROAR Into Action, Oct 2013</li> <li>- Raise Big Money with Year-End Giving, October 2013</li> <li>- Making the Active Sustainer Pledges Report Work for You, November 2013</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<ul style="list-style-type: none"> <li>- Buffalo Niagara Border Opportunity presentation, December 2013</li> <li>- Using the Soft/Hard Crediting Feature in Allegiance, December 2013</li> <li>- Attract Monthly Donors to Your Cause, January 2014</li> <li>- PBS Station Membership Practice Results with CDP &amp; PBS, January 2013</li> <li>- Review of WNED donorCentrics Report, January 2014</li> </ul>
10	Programs related to career opportunities in Broadcasting sponsored by educational institutions	<p>Communications Content Associate made a presentation to a Canisius College Communications class - November 2013</p> <p>Art Director – At the Permanent Chair of Polish Culture Board Meeting, Canisius College gave a presentation on behalf of WNED &amp; secured funding for a Classical 94.5 WNED radio program on Polish Culture - 5/23/2013</p> <p>Facilities Manager, Sr. Producer &amp; Editor gave a station tour &amp; made presentations to the Television Production class from Buffalo State College, September 2013</p> <p>VP / Engineering &amp; Technology - Serves as a member of the Kenmore-Tonawanda Public School District Technology Advisory Board, working with Middle School and High School students and teachers in the Ken-Ton District in their certified Computer Networking &amp; Technology and Pre-Engineering Academy.</p> <p>FM Program Director spoke to high school students about <i>Students and the First Amendment</i> and at Buffalo State College.</p>



Activity Classification	Type of Activity	Brief Description
		<p>FM Program Director made a presentation on Leadership at Buffalo State College, April 2013.</p> <p>FM Program Director attended a media industry/student event for Niagara University, April 2013.</p> <p><u>Spring 2013</u>  FM Program Director taught <i>Media Programming and Management</i> at Buffalo State College. Spring 2013</p> <p>Announcer/Producer taught <i>Principles of Marketing</i> at Canisius College.</p> <p>Program Host taught <i>Radio Programming and Production, Sound Design, and Audio Production I</i> at SUNY Fredonia. She is also the faculty advisor for the student radio station, WCVF-FM.</p> <p>Program Host taught <i>Media Law, International Communication, and Communication &amp; Society</i> at Buffalo State College.</p> <p>Program Host taught <i>Voice and Diction for Actors</i> (includes camera work) at St. Bonaventure University.</p> <p><u>Fall 2013</u>  FM Program Director teaches <i>Media Law</i> at Buffalo State College.  Announcer/Producer I taught <i>Principles of Marketing</i> at Canisius College.</p> <p>FM Music Librarian taught <i>Digital Audio Production, Audio/Radio Production II, and Audio Production I</i> at SUNY Fredonia. She is also the faculty advisor for the student radio station, WCVF-FM.</p> <p>Program Host taught <i>Media Law</i> and two sections of <i>Media Literacy</i> at Buffalo State College.</p>

Activity Classification	Type of Activity	Brief Description
		<p>Program Host taught <i>Acting II</i> (includes camera work) at St. Bonaventure University.</p> <p><u>Spring 2014</u>  FM Program Director teaches <i>Media Programming and Management</i> at Buffalo State College.</p> <p>FM Program Director teaches two sections of <i>Media Programming and Management</i> at Niagara University.</p> <p>Announcer/Producer teaches <i>Marketing Strategy</i> at Canisius College.</p> <p>FM Music Librarian teaches <i>Audio/Radio Documentary, Sound Design, and Audio Production I</i> at SUNY Fredonia. She is also the faculty advisor for the student radio station.</p> <p>Program Host teaches <i>Media Law, International Communication, and Communication &amp; Society</i> at Buffalo State College.</p> <p>Program Host teaches <i>Acting for the Camera</i> (includes camera work) at St. Bonaventure University.</p> <p>Director, News &amp; Public Affairs/WBFO Station Mgr:</p> <ul style="list-style-type: none"> <li>- Participated in a Careers in Broadcasting event at SUNY Fredonia. October 2013</li> <li>- Teaches in the Communications Dept. at SUNY Buffalo State and discusses careers in journalisms, broadcasting, etc. on a regular basis.</li> </ul>

Activity Classification	Type of Activity	Brief Description
11	Community events designed to inform the public as to employment opportunities in broadcasting	VP, Education & Outreach: <ul style="list-style-type: none"> <li>- WNED KidFest, February 2013</li> <li>- PBS KIDS Writers Contest – Teachers Workshop, Feb 2013</li> <li>- MHCs Screening Event, Feb 2013</li> <li>- Station Tour &amp; Student Seminar, Feb 2013</li> <li>- Family Literacy Night – Lockport, Mar 2013</li> <li>- NAACP Speaker Event , April 2013</li> <li>- LiveWell Project Close (Baby Café &amp; Garden), May 2013</li> <li>- WNED Writers Contest, May 2013</li> <li>- Family Literacy Night – N.Tonawanda, May 2013</li> <li>- 1812 Educator Resources, May 2013</li> <li>- PBS Writers Contest National, May 2013</li> <li>- Educational Services Retreat, June 2013</li> <li>- NYS Historian Conference, June 2013</li> <li>- Prescription Drug Abuse Luncheon, August 2013</li> <li>- Say Yes to Education, Buffalo, August 2013</li> <li>- O/N BOCES Superintendents, September 2013</li> <li>- Chautauqua School Board Assoc., Sept 2013</li> <li>- WNY First Book event, October 2013</li> <li>- Catt-Allegany BOCES Presentation, Oct 2013</li> <li>- Erie County School Board Assoc., Oct 2013</li> <li>- West Side Community Coalition, October 2013</li> <li>- P2 Conference, Oct 2013</li> <li>- The Graduates Event, November 2013</li> <li>- Tragedy &amp; Hope Live Event,</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>November 2013</p> <ul style="list-style-type: none"> <li>- Erie 1 BOCES Nurses Group, November 2013</li> <li>- Education Reporting, Nov 2013</li> <li>- FIRST Lego Competition, Nov 2013</li> <li>- Niagara Falls School Parent Council, November 2013</li> <li>- Education Conversation: An Update on Regents Reform, Dec 2013</li> <li>- Erie County Suicide Coalition, January 2014</li> <li>- Prescription Painkiller Event, Canisius College, January 2014</li> </ul> <p>Manager, Learning &amp; Technology participated in the following community outreach activities:</p> <ul style="list-style-type: none"> <li>- WNED KidFest, February 2013</li> <li>- PBS KIDS Writers Contest – Children’s Writing Workshop, February 2013</li> <li>- PBS KIDS Writers Contest – Teachers Workshop, Feb 2013</li> <li>- Autism Art Show, April 2013</li> <li>- Shaw Teachers Day Training/Outreach, April 2013</li> <li>- PBS KIDS Writers Contest – Local Celebration, May 2013</li> <li>- PBS KIDS Writers Contest – Local Character Visit, June 2013</li> <li>- WNED Educational Services Committee Retreat, June 2013</li> <li>- Prescription Drug Abuse Luncheon, August 2013</li> <li>- The Graduates - Lafayette High School presentation, October 2013</li> <li>- The Graduates Event, Nov 2013</li> <li>- Tragedy &amp; Hope Live Event, Nov 2013</li> <li>- Education Conversation: An Update on Regents Reform, Dec 2013</li> <li>- November 2013</li> <li>- Erie 1 BOCES Nurses Group,</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>November 2013</p> <ul style="list-style-type: none"> <li>- Education Reporting, Nov 2013</li> <li>- FIRST Lego Competition, Nov 2013</li> <li>- Niagara Falls School Parent Council, November 2013</li> <li>- Education Conversation: An Update on Regents Reform, Dec 2013</li> <li>- Erie County Suicide Coalition, January 2014</li> <li>- Prescription Painkiller Event, Canisius College, January 2014</li> </ul> <p>Education Associate participated in the following community outreach activities:</p> <ul style="list-style-type: none"> <li>- RTL/E. Delavan Library, Feb 2013</li> <li>- WNED Kidfest, Feb 2013</li> <li>- RTL/Boys&amp;Girls Club Staff Training, February 2013</li> <li>- RTL/E. Delavan Library, March 2013</li> <li>- RTL/Boys&amp;Girls Club, Staff Training, March 2013</li> <li>- RTL/Boys &amp; Girls Club, Site Visits, March 2013</li> <li>- RTL/CAO Staff Training, March 2013</li> <li>- RTL/CAO Site Visits, March 2013</li> <li>- RTL/CAO Train the Trainer, March 2013</li> <li>- RTL/E. Delavan Library Site Visit, April 2013</li> <li>- RTL/CAO Site Visits, April 2013</li> <li>- RTL/Boys &amp; Girls Club Site Visits, April 2013</li> <li>- RTL/E. Delavan Library Site Visit, May 2013</li> <li>- RTL/E. Delavan Library Site Visit, June 2013</li> <li>- RTL/Women &amp; Children's Hospital Clifford Visit, June 2013</li> <li>- RTL/E. Delavan Library Site Visit, July 2013</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<ul style="list-style-type: none"> <li>- Prescription Drug, July 2013</li> <li>- RTL/Boys &amp; Girls Club, Day of Caring, August 2013</li> <li>- RTL/CAO Unity Day , August 2013</li> <li>- RTL/Pottery Barn/Canada, Super Why Visit, Aug 2013</li> <li>- RTL/Frontier School Workshops, Sept 2013</li> <li>- RTL/Boys &amp; Girls Club Site Visits, November 2013</li> </ul> <p>Education Assistant participated in the following community outreach activities:</p> <ul style="list-style-type: none"> <li>- Kidsfest, Feb 2013</li> <li>- Board Orientation, Feb 2013</li> <li>- RTL/Boys &amp; Girls Club Site Visit, March 2013</li> <li>- Autistic Services Art Event, April 2013</li> <li>- Family Literacy Night, May 2013</li> <li>- Writer's Contest – Local Awards, May 2013</li> <li>- Local Writer's Contest Character Visit, June 2013</li> <li>- Unity Day (RTL/CAO) Clifford visit, August 2013</li> <li>- First Book Launch – Studio Event, Oct 2013</li> <li>- Los Graduados – Studio Event, Nov 2013</li> </ul> <p>FM Announcer/Producer participated in the following community outreach activities:</p> <ul style="list-style-type: none"> <li>- Guest narrator of "The Little Engine That Could" with the Amherst Symphony Orchestra, February 2013</li> <li>- Conducts "Pre-concert chat with the artists" for the Escher Quartet concert at Kleinhans Music Hall (Buffalo Chamber Music Society event), February 2013</li> <li>- Led "Pre-Concert Chat with the Artists" with Toronto's Gryphon Trio,</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>led from the stage of the Mary Seaton Room in KMH before the Buffalo Chamber Music Society concert, March 2013</p> <ul style="list-style-type: none"> <li>- Conducted "Pre-concert chat with the artists" (Keller Quartet) at the Buffalo Chamber Music Society concert at Kleinhans, April 2013</li> <li>- Pre Concert chat with the artists (Emerson Quartet) at Buffalo Chamber Music Society concert, May 2013</li> <li>- Emcee for pre-concert (Carnegie Café) and post-concert (Russian Tea Room) get-togethers surrounding BPO at Carnegie Hall, May 2013.</li> <li>- Emcee for Camerata di Sant'Antonio concert featuring Strad violinist Mateo Fedeli, June 2013</li> <li>- Guest panelist at Music Niagara at St. Mark's Church in Niagara on the Lake with the Shaw Festival's Christopher Newton, CBC's Rick Phillips and Tom Allen, etc. on the topic of "Wagner vs. The World," July 2013</li> <li>- Emcee M&amp;T Bank Plaza Lunchtime Series, July 2013</li> <li>- Hosted "Pre-Concert Chat with the Artists" at Buffalo Chamber Music Society, October 2013</li> <li>- Emcee for Camerata di Sant'Antonio "Music and Architecture" concert at St. Louis RC Church, October 2013</li> <li>- Presented award to Morton Klayman at the Amherst Alumni meeting at Westwood Country Club, October 2013.</li> <li>- Peter Hall on-stage "Pre-concert Chat with the Artists" (NY Woodwind Quintet) at Kleinhans Music Hall prior to the Buffalo Chamber Music Society concert,</li> </ul>

Activity Classification	Type of Activity	Brief Description
		<p>November 2013.</p> <ul style="list-style-type: none"> <li>- Peter Hall on-stage Buffalo Chamber Music Society "Pre-concert Chat with the Artists" on stage at Kleinhans Music Hall with the Szymanowski Quartet from Poland, January 2014</li> </ul> <p>Morning Announcer participated in the following community outreach activities:</p> <ul style="list-style-type: none"> <li>- Emcee M&amp;T Bank Plaza Lunchtime Series, July 2013</li> </ul> <p>FM Program Director conducts mock interviews for YWCA development program, October 2013.</p> <p>VP, TV Production presented screening of <i>Chautauqua: An American Narrative</i> and discussed program production at community event at Chautauqua Institution, July 2013</p> <p>VP, Marketing &amp; Sales:</p> <ul style="list-style-type: none"> <li>- Recorded a webinar on underwriting for member stations of Greater Public (formerly DEI). February 2013</li> <li>- Presented a day-long workshop on underwriting sales at the Public Media Development and Marketing Conference (PMDMC) in Atlanta, Georgia. July 2013</li> </ul> <p>Corporate Development Representative:</p> <ul style="list-style-type: none"> <li>- Member of the Medaille College Alumni Board of Directors. We do community outreach thru our TRIO mentoring program which mentors college senior broadcast majors.</li> </ul> <p>Director, News &amp; Public Affairs/WBFO Station Mgr.:</p> <ul style="list-style-type: none"> <li>- Serves on the board of the NY State Associated Press Broadcasters Association</li> </ul>



Activity Classification	Type of Activity	Brief Description
12	Listing each upper-level opening in a job bank or newsletter of a media trade group with a broad-based membership, including participation of women and minorities	<p>One upper-level position was listed in a job bank or media sites with a broad-based membership, including participation of women and minorities:</p> <p><b>Development/Pledge Producer</b> – Listed with NYS Broadcaster’s Association, <i>Current</i> magazine.</p>
16	Participation in activities that the licensee itself has designed to further the goal of disseminating information about employment opportunities in broadcasting	The Engineering Department hosts regular local Society of Broadcast Engineers chapter meetings (8 months/year) at WNED that provide education and training on television & radio broadcast systems and opportunities and are free and open to fellow broadcasters, employees, students & the community.

**ATTACHMENT 3b**

Print Page

# Administrative Assistant

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WNED

### Job Snapshot

Location : 140 Lower Terrace  
Buffalo, NY 14202 ([Map it!](#))

Employee Type : Full-Time

Industry : Broadcasting - Radio - TV

Manages Others : No

Job Type : Admin - Clerical

Education : 2 Year Degree

Experience : At least 3 year(s)

Relocation Covered : No

Post Date : 4/30/2013

### Contact Information

Contact : Sharon Congelli

Fax : 716-845-5083

### Description

**WESTERN NEW YORK PUBLIC BROADCASTING ASSOCIATION**  
WNED Buffalo/Toronto

#### Position Description

**Position Title:** Administrative Assistant

**Department:** Finance & Administration/Foundation & Community Development/Human Resources

**Reports To:** Vice President/CFO, Director of Foundation & Community Development & Director of Human Resources

**Date:** April 2013

**Status:** Full-time, Non-Exempt

**Hours:** 40 hours/week

#### Position Summary:

The Administrative Assistant provides support to the Vice President/CFO, Director of Foundation Development and the Director of Human Resources. Performs high level administrative assistant tasks as well as various administrative support functions including e-mailing, faxing, copying, mailing, RSVP's and registrations.

#### Responsibilities Include:

#### % Time Spent

- |    |   |     |
|----|---|-----|
| 1. | Finance:  | 40% |
|    | <ul style="list-style-type: none"> <li>• Run monthly budget reports and distribute to staff</li> <li>• Create monthly budget binders for Vice President/CFO, Executive Vice President/COO and President/CEO</li> <li>• Enter checks in check registry and make copies to distribute</li> <li>• Order office supplies for staff (including printer &amp; toner cartridges), as well as assist with ordering and stocking the general office supply room</li> <li>• Make copies of business office forms, file time sheets</li> <li>• Perform clerical duties for Vice President/CFO</li> <li>• Coordinate and schedule appointments and meetings</li> <li>• Act as backup for processing of membership receipts</li> <li>• Provide support to Business Office as needed</li> </ul> |     |
| 2. | Foundation & Community Development:   | 25% |

- Provide administrative support to department staff including special projects, donor research, capital campaign, grant proposals, corporate solicitation, letter writing, etc.
- Assist with fulfillment and compliance of corporate and foundation grants; capital campaign (including coordination of on-air and off-air recognition functions and communications with donors regarding appropriate recognition)
- Coordinate department meetings and record minutes of production funding meetings and update production grids
- Keep detailed records of all donor communication and information
- Various internal and logistical duties, including accounting, maintaining calendars and schedules

3. Human Resources: 25%

- Open and distribute mail. Distribute resumes
- Handle phone calls and inquiries about positions
- Prepare and post job postings
- Create recruitment files and complete EEO applicant flow worksheet. Prepare and post FCC/EEO annual report on WNED's website
- Maintain personnel, application and resume files
- Assist in checking references. Run background checks
- Schedule interviews and oversee booking of interview room
- Oversee job acknowledgement process
- Generate position-filled letters
- Process HR invoices
- Coordinate internship program and high school shadow days
- Assist HR Director in coordinating seminars and events

4. General 10%

- Collect timesheets and keep vacation, personal leave and sick records for Finance and Administration, Foundation & Development, IT and Building Services
- Order food and beverages for meetings, as necessary
- Order office cleaning supplies for cleaning crew
- Serve as assistant to the President/CEO in the absence of the executive assistant or as directed.
- Main backup for covering the WNED front desk; assist with scheduling relief
- Such other duties and special projects as may be assigned

**Requirements**

**Key Competencies:**

- Knowledge of accounting practices
- Basic bookkeeping skills
- Excellent interpersonal, written, verbal, research, communication skills required
- Excellent computer skills: PC literate, proficient with Word, Excel, and PowerPoint
- Task-oriented and highly organized; ability to prioritize effectively while continuing to work on multiple tasks with a minimum of direct supervision
- Ability to maintain confidentiality and be discreet
- Ability to work under pressure of time constraints and deadlines

**Education/Experience:**

- College degree preferred
- Three years administrative and/or Human Resources Assistant experience preferred



[Find Administrative Assistant Salary Information >>](#)



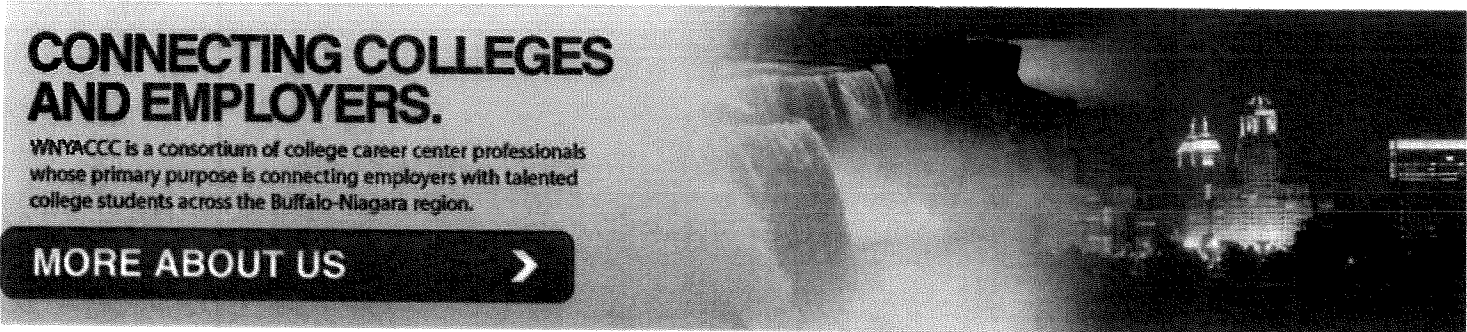
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Jan. 15th, 2014 1:00 pm

[View All WNYACCC Only Events](#) [View All Events](#)

## EDIT JOB/INTERNSHIP INFORMATION

Position Status

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### POSITION DETAILS

Type \*

Job  Internship

Title \*

Membership Associate

Job Details \*  
(you may select more than one)

Full-Time  Part-Time  Summer Job

Degree Requirements \*  
(you may select more than one)

Associates  Bachelors  Masters  
 PhD  High School/GED

Desired Experience \*  
(you may select more than one)

Entry level  Experienced level

Position Description \*

Western New York Public Broadcasting Association  
WNED Buffalo-Toronto

Position Description

Qualifications/Skills \*

III. Requisite Qualifications and Education:

- Computer skills required, with strong background in data entry
- Good mathematics and analytical ability
- Strong verbal and written
- High school graduate or equivalent

Application Deadline \* January 01 2013

Start Date November 15 2013

End Date (if applicable) January 01 2013

Industry \* Community / Social Service / Not-for-Profit

Salary/Rate of Pay

Is this position commission only? No

May we share salary with candidates?  Yes  No

Are you recruiting on behalf of another organization? \* No

If yes, confidentially list name of organization for administrative purposes only:

How should applicants apply?  
(i.e. email, mail or fax resume and cover letter, call, apply online, send transcripts, etc.)

TO APPLY: Qualified applicants may submit cover letter & resume to hr@wned.org

OR mail to:  
WNED HR Dept.

Email for Candidates

POSITION LOCATION

City Buffalo

State \* New York

Country United States

POSTER/CONTACT INFORMATION

Salutation Ms.

First Name Sharon

Last Name Congelli

Your Title at Work \* Director of HR

Organization Name \* WNED Public Broadcasting

Address 1 \* Horizons Plaza  
140 Lower Terrace

City \* Buffalo

State \* New York

Postal Code \* 14202

Country United States

Email \* hr@wned.org

Phone \* 716-845-7021

Ext

Website \*

<http://www.wned.org>

Organization Description \*

WNED is not-for-profit public broadcasting TV/Radio Stations.

### SEND TO:

Send this position opening to \*

All Schools

Bryant & Stratton College (North Campus)

Bryant & Stratton College (South Campus)

Buffalo State College

Canisius College

Daemen College

D'Youville College

Erie Community College (City Campus)

Erie Community College (North Campus)

Erie Community College (South Campus)

Hilbert College

Houghton College

ITT Technical Institute

Jamestown Community College - Cattaraugus County Campus

Jamestown Community College - Jamestown Campus

Medaille College

Niagara County Community College

Niagara University

St. Bonaventure University

SUNY Empire State College

SUNY Fredonia

Trocaire College

University at Buffalo

University at Buffalo School of Management

Villa Maria College

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# Development/Pledge Producer WNED, Buffalo NY

WNED, serving Buffalo & southern Ontario, is currently accepting applications for the position of Development/Pledge Producer to serve as part of its Development team. The Development/Pledge Producer develops, produces and coordinates the production and pre-production of all associated television and radio needs, including all live or pre-taped TV and radio pledge drives and TOOPS. Also coordinates production aspects as they relate to individual stations' needs as well as communicates and coordinates all aspects of campaigns to Programming, Production, Engineering, Membership, Graphics, Communications and Traffic departments. Please visit [www.wned.org](http://www.wned.org) for more details about WNED and this position. Qualified applicants may submit cover letter, resume & demo reel, if available to [hr@wned.org](mailto:hr@wned.org) or mail to: HR Dept., WNED, 140 Lower Terrace, Buffalo, NY 14202. EOE



**WNED**  
Buffalo • Toronto

WNED-TV • Classical 94.5 FM • WBFO 88.7/WNED AM 970 • ThinkBright and Well/WORLD

*CURRENT 7/22/13*

## Lauren Foster

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**From:** Sharon Congelli  
**Sent:** Tuesday, November 05, 2013 10:54 AM  
**To:** Lauren Foster  
**Subject:** FW: WNYACCC Job Posting

Lauren –

I just received this – you can put in the documentation folder for this position. I just noticed that my phone number is included in this posting. Please remove it, if you can, and try not to post it in future postings. I'd like to avoid phone calls about the status of the position, to the extent that I can.

Also, I know it's not always easy to select an Industry that fits our organization, but I don't think I'd use "Community/Social Service/Not-for-Profit" again. I don't remember what the other choices are – none of them were very good, as I recall – maybe Other? We can talk about it next time. Thanks –

Sharon

---

**From:** Wnyaccc Job Postings [mailto:no-reply@phpfission.com]  
**Sent:** Tuesday, November 05, 2013 10:11 AM  
**To:** Sharon Congelli  
**Subject:** WNYACCC Job Posting

## WNYACCC JOB POSTING

**Hello,**  
Thank you for your submission. Below is a copy for your records. Job ID:103741

### POSITION INFORMATION

<b>Status:</b>	OPEN
<b>Organization:</b>	WNED Public Broadcasting
<b>Industry:</b>	Community / Social Service / Not-for-Profit
<b>Position Title:</b>	Membership Associate
<b>Position Type:</b>	JOB

### POSITION LOCATION

<b>City:</b>	Buffalo
<b>State:</b>	New York
<b>Country:</b>	United States

## POSITION DETAILS

<b>Full Time:</b>	YES
<b>Part Time:</b>	NO
<b>Summer Job:</b>	NO
<b>Paid Internship:</b>	NO
<b>Unpaid Internship:</b>	NO
<b>Spring Semester:</b>	NO
<b>Summer Session:</b>	NO
<b>Fall Semester:</b>	NO
<b>Continuously Open:</b>	NO
<b>Associates Required:</b>	NO
<b>Bachelors Required:</b>	NO
<b>Masters Required:</b>	NO
<b>PHD Required:</b>	NO
<b>High school/GED Required:</b>	YES
<b>Entry level:</b>	YES
<b>Experience Level</b>	NO

<b>Position Description</b>	<p>Western New York Public Broadcasting Association          WNED Buffalo-Toronto          Position Description          Position Title:          Membership Associate          Department: Membership          Reports to: Membership Manager          Status: Full-Time, Non-Exempt          Date: November, 2013 I.</p> <p><b>Summary:</b> Prepare daily cash receipts and charge transactions for data entry, enter data into membership database, provide customer service to members via telephone and correspondence, and assist with all administrative aspects of on-air fundraising campaigns. II. Duties and Responsibilities: 1. Prepare daily cash receipts. Prepare, balance and reconcile batches for</p>
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data entry. Enter data in membership database. Modify member records as needed. 2. Provide timely, thorough and courteous customer service (via telephone contact, correspondence and email) to members requesting modification in member records, information about their membership or other inquiries. 3. As assigned, share in database management, to include daily system back up, record matching and special gifts, import telemarketing file transfer and payment processing via EFT or credit card. 4. Prior to on-air fundraising campaigns, prepare database system by entering coded information into pre-set formats. During on-air fundraising campaigns, work regular and overtime hours as directed to enter pledge data, verify data and process transactions. Prepare daily pledge drive tally reports. 5. During on-air fundraising campaigns, assist with various tasks, to include preparing volunteer phone stations, coordinating supplies, serve as resource for questions regarding membership policies and other administrative tasks as needed. 6. As needed, provide administrative support in membership department, to include filing, office supply maintenance, photocopying, faxing or

other routine tasks. 7.  
Other membership duties  
as deemed necessary. III.  
Requisite Qualifications  
and Education: â€¢  
Computer skills required,  
with strong background in  
data entry â€¢ Good  
mathematics and  
analytical ability â€¢  
Strong verbal and written  
communications skills â€¢  
Customer service  
experience preferred â€¢  
Ability to multi-task,  
detail-oriented â€¢  
Previous experience in an  
office environment  
required (not-for-profit  
experience preferred) â€¢  
High school graduate or  
equivalent required, with  
additional computer  
training preferred TO  
APPLY: Qualified  
applicants may submit  
cover letter & resume to  
[hr@wned.org](mailto:hr@wned.org) OR mail to:  
WNED HR Dept. 140  
Lower Terrace Buffalo,  
NY 14202

**Qualifications/Skills**

III. Requisite  
Qualifications and  
Education: â€¢ Computer  
skills required, with strong  
background in data entry  
â€¢ Good mathematics  
and analytical ability â€¢  
Strong verbal and written  
communications skills â€¢  
Customer service  
experience preferred â€¢  
Ability to multi-task,  
detail-oriented â€¢  
Previous experience in an  
office environment  
required (not-for-profit  
experience preferred) â€¢  
High school graduate or  
equivalent required, with



additional computer  
training preferred

**Learning Objectives:**

**Majors/Areas of Study:** High school graduate or equivalent required, with additional computer training preferred

**Application Deadline:** 2013-01-01

**Start Date:** 11-15-2013

**End Date:** 01-01-2013

**Salary/Rate of Pay:**

**Commission Only:** NO

**Share Salary:** NO

**Recruiting on behalf:** NO

**Applicant Instructions:** TO APPLY: Qualified applicants may submit cover letter & resume to [hr@wned.org](mailto:hr@wned.org) OR mail to: WNEDE HR Dept. 140 Lower Terrace Buffalo, NY 14202

**Email for Candidates:**

## POSTER/CONTACT INFORMATION

**Salutation:** Ms.

**First Name:** Sharon

**Last Name:** Congelli

**Your Title at Work:** Director of HR

**Organization Name:** WNEDE Public Broadcasting

**Address 1:** Horizons Plaza

**Address 2:** 140 Lower Terrace

**City:** Buffalo

**State:** New York

**Postal Code:** 14202

**Country:** United States

**Email:** [hr@wned.org](mailto:hr@wned.org)

**Phone:** 716-845-7021

**Ext:**

**Fax:**

**Website:** <http://www.wned.org>

**Organization:** WNEDE is not-for-profit

# CONNECTING COLLEGES AND EMPLOYERS.

WNYACCC is a consortium of college career center professionals whose primary purpose is connecting employers with talented college students across the Buffalo-Niagara region.

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## UPCOMING EVENTS

[Daemen College's 2014 Career Fair](#)

Mar. 20th, 2014 5:00 pm

[Medaille College Annual Job/Internship Fair](#)

Mar. 26th, 2014 12:00 pm

[UB's Transnational Studies Networking Reception](#)

Mar. 27th, 2014 5:00 pm

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## EDIT JOB/INTERNSHIP INFORMATION

Position Status

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### POSITION DETAILS

Type \*

Job  Internship

Title \*

Database & Reports Specialist

Job Details \*  
(you may select more than one)

Full-Time  Part-Time  Summer Job

Degree Requirements \*  
(you may select more than one)

Associates  Bachelors  Masters  
 PhD  High School/GED

Desired Experience \*  
(you may select more than one)

Entry level  Experienced level

Position Description \*

WNEJWBFO is currently accepting applications for the position of Database Reports Specialist. The job description is attached. Interested applicants may submit a cover letter & resume to: hr@wned.org or mail to: WNEJ, HR Dept., 140 Lower Terrace,

Qualifications/Skills \*

Qualifications and Education Required:

1. Computer skills required, with strong background in report generation and data management.

2. Ability to multi-task and complete

Computer skill required

<b>Application Deadline *</b>	May ▼	15 ▼	2014 ▼
<b>Start Date</b>	June ▼	01 ▼	2014 ▼
<b>End Date (if applicable)</b>	January ▼	01 ▼	2014 ▼
<b>Industry *</b>	Communications / Media ▼		
<b>Salary/Rate of Pay</b>			
<b>Is this position commission only?</b>	No ▼		
<b>May we share salary with candidates?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Are you recruiting on behalf of another organization? *</b>	No ▼		
<b>If yes, confidentially list name of organization for administrative purposes only:</b>			
<b>How should applicants apply?</b> (i.e. email, mail or fax resume and cover letter, call, apply online, send transcripts, etc.)	Interested applicants may submit a cover letter & resume to: hr@wned.org or mail to: WNED, HR Dept., 140 Lower Terrace, Buffalo, NY 14202.		
<b>Email for Candidates</b>	hr@wned.org		

**POSITION LOCATION**

<b>City</b>	Buffalo
<b>State *</b>	New York ▼
<b>Country</b>	United States ▼

**POSTER/CONTACT INFORMATION**

<b>Salutation</b>	Ms. ▼
<b>First Name</b>	Sharon
<b>Last Name</b>	Congelli
<b>Your Title at Work *</b>	Director of HR
<b>Organization Name *</b>	WNED Public Broadcasting
<b>Address 1 *</b>	Horizons Plaza
	140 Lower Terrace
<b>City *</b>	Buffalo
<b>State *</b>	New York ▼
<b>Postal Code *</b>	14202
<b>Country</b>	United States ▼
<b>Email *</b>	scongelli@wned.org
<b>Phone *</b>	716-845-7021
<b>Ext</b>	



Website \*

<http://www.wned.org>

Organization Description \*

WNED is an equal opportunity employer committed to excellence through diversity.

SEND TO:

Send this position opening to \*

All Schools

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Bryant & Stratton College (South Campus)

Buffalo State College

Canisius College

Daemen College

D'Youville College

Erie Community College (City Campus)

Erie Community College (North Campus)

Erie Community College (South Campus)

Hilbert College

Houghton College

ITT Technical Institute

Jamestown Community College - Cattaraugus County Campus

Jamestown Community College - Jamestown Campus

Medaille College

Niagara County Community College

Niagara University

St. Bonaventure University

SUNY Empire State College

SUNY Fredonia

Trocaire College

University at Buffalo

University at Buffalo School of Management

Villa Maria College

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## Job Detail

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### Database & Report Specialist

WNED

**Posted:**

March 20, 2014

**Location:**

Buffalo, New York

**Hourly Rate:**

Open

**Type:**

Full Time - Experienced

**Category:**

Development - General

**Preferred Education:**

4 Year Degree

**Position Title:** Database & Report Specialist**Department:** Membership**Reports to:** Senior Director of Membership**Status:** Full-time, Non-Exempt

#### Position Summary

Responsible for the creation and/ or generation of all database analysis reports, segmentation, and other project reports relating to material contained in the WNED fundraising database. This includes, but is not limited to, direct mail segmentation pulls for all Development areas (Membership, Major Gifts, and Special Events); single project reports (Direct Marketing campaigns, Pledge, Fundraising Event ticket sales, & Telemarketing efforts); and other duties as assigned.




<b>Duties &amp; Responsibilities</b>	<b>Monthly % of time</b>
<p><b>Segmentation &amp; Data Pulls</b></p> <ul style="list-style-type: none"> <li>a. Work with Senior Director of Membership to determine (and then generate) segmentation pulls for all direct mail, email and telemarketing campaigns.</li> <li>b. Generate and deliver monthly and weekly file pulls: acknowledgements, pledge reminders, renewals, program guides.</li> <li>c. Work with Major Gifts Director to determine (and then generate) segmentation pulls for all fundraising campaigns.</li> <li>d. Generate Fundraising Event ticket sales data pulls and reports as needed.</li> </ul>	<b>40%</b>
<p><b>Donor Fulfillment</b></p> <ul style="list-style-type: none"> <li>a. Work as vendor liaison for direct fulfillment of premiums.</li> <li>b. Maintain records and handle fulfillment of ticket premiums.</li> <li>c. Maintain records and order product for local premium fulfillment.</li> <li>d. Coordinate and handle MemberCard fulfillment for Major, Sustainer and regular donors.</li> <li>e. Modify member records and trouble shoot delivery problems as needed.</li> </ul>	<b>35%</b>
<p><b>Analysis Reports</b></p> <ul style="list-style-type: none"> <li>a. Work with Senior Director of Membership to provide data for agency reports and generate data for annual donorCentrics reports.</li> </ul>	<b>20%</b>

<ul style="list-style-type: none"> <li>b. Work with Senior Director of Membership &amp; SVP of Development to generate pledge drive reports.</li> <li>c. Update internal reports on monthly basis: renewal mail, telemarketing and payment analysis reports.</li> <li>d. Compile and deliver external reports and data: PBS QDR, donorCentrics, Target Tags, etc.</li> </ul>	
Miscellaneous duties as assigned	<b>5%</b>

### Qualifications and Education Required:

- Bachelors degree in English or Communications preferred
- Excellent interpersonal, written, verbal, research, communication skills required
- Excellent computer skills: PC literate, proficient with Word, Excel, and PowerPoint
- Task-oriented and highly organized with the ability to prioritize effectively while continuing to work on multiple tasks with a minimum of direct supervision

### **WNED**

[Website](#) 

For more than 50 years, viewers have turned to member-supported WNED ? WBFO as a powerful and trusted resource. Today, WNED ? WBFO is a leading bi-national public broadcasting organization operating two television stations and two radio stations, all locally programmed. Programs and outreach explore and address interests relevant to the Buffalo and Toronto area. WNED-TV produces original do...

[Edit](#)

# CPB Jobline: Create/Edit Job Listing

## Review Job Listing

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Edit Job Listing

Submit Job Listing

If approved, your listing will be posted within 24 hours.

## Membership Associate

WNED

Western New York Public Broadcasting Association

WNED Buffalo-Toronto

WNED is currently accepting applications for the position of Membership Associate. The job description is below. Interested applicants may submit cover letter & resume to: \_\_\_\_\_ OR mail to: WNED HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNED is an equal opportunity employer committed to excellence through diversity.

**Position Title:** Membership Associate

**Department:** Membership

**Reports to:** Membership Manager

**Status:** Full-Time, Non-Exempt

**Date:** April, 2014

### Summary:

Prepare daily cash receipts and charge transactions for data entry, enter data into membership database, provide customer service to members via telephone and correspondence, and assist with all administrative aspects of on-air fundraising campaigns.

### Duties and Responsibilities:

Prepare daily cash receipts. Prepare, balance and reconcile batches for data entry. Enter data in membership database. Modify member records as needed.

Provide timely, thorough and courteous customer service (via telephone contact, correspondence and email) to members requesting modification in member

## Position Summary

Field

Radio and Television

Organization/Station(s)

WNED

Job Category

Administrative

Job Status

Full time

Date Posted

Apr 30, 2014

Deadline

Open Until Filled

Location

Buffalo, New York

Web Site

<http://www.wned.org>

records, information about their membership or other inquiries.

As assigned, share in database management, to include daily system back up, record matching and special gifts, import telemarketing file transfer and payment processing via EFT or credit card.

Prior to on-air fundraising campaigns, prepare database system by entering coded information into pre-set formats. During on-air fundraising campaigns, work regular and overtime hours as directed to enter pledge data, verify data and process transactions. Prepare daily pledge drive tally reports.

During on-air fundraising campaigns, assist with various tasks, to include preparing volunteer phone stations, coordinating supplies, serve as resource for questions regarding membership policies and other administrative tasks as needed.

As needed, provide administrative support in membership department, to include filing, office supply maintenance, photocopying, faxing or other routine tasks.

Other membership duties as deemed necessary.

**Requisite Qualifications and Education:**

- Computer skills required, with strong background in data entry
- Good mathematics and analytical ability
- Strong verbal and written communications skills
- Customer service experience preferred
- Ability to multi-task, detail-oriented
- Previous experience in an office environment required (not-for-profit experience preferred)
- High school graduate or equivalent required, with additional computer training preferred

**Send application materials to:**

Interested applicants may submit cover letter & resume to: [hr@wned.org](mailto:hr@wned.org) OR mail to: WNEB HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNEB is an equal opportunity employer committed to excellence through diversity.

**Email**

[hr@wned.org](mailto:hr@wned.org)

**Phone**

716-845-7000

**Fax**

716-845-5083

**Lauren Foster**

---

**From:** Lauren Foster  
**Sent:** Wednesday, April 30, 2014 2:29 PM  
**To:** 'Carolyn Jung'  
**Subject:** WNEB Job Posting - Membership Associate  
**Attachments:** Memb Assoc Job Descrip 4-14.docx

WNEB is currently accepting applications for the position of Membership Associate. The job description is below. Interested applicants may submit cover letter & resume to: [hr@wned.org](mailto:hr@wned.org) OR mail to: WNEB HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNEB is an equal opportunity employer committed to excellence through diversity.

Lauren Foster  
Administrative Assistant  
Finance/Foundations/HR  
WNEB|WBFO  
Buffalo/Toronto  
140 Lower Terrace Street  
Buffalo, NY 14202  
716-845-7000 x384  
[lfoster@wned.org](mailto:lfoster@wned.org)

# CPB Jobline: Create/Edit Job Listing

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Edit Job Listing

Submit Job Listing

If approved, your listing will be posted within 24 hours.

## Capital Campaign Administrator

WNED

Position Title: Capital Campaign Administrator

Reports to: Sr. Vice President for Development & Corporate Communications

Status: Full-Time, Exempt

Date: March 2014

### Summary

Responsible for all administrative functions related to Capital Campaign with expected duration of 3-5 years.

### Duties and Responsibilities

Overall Capital Campaign administration and organization including prospect tracking, task assignment and maintenance of timelines.

Scheduling meetings, preparing talking points, assembling presentations, and preparing materials for Campaign Cabinet and Campaign staff meetings in Western New York and Southern Ontario. Maintaining master Capital Campaign Calendar.

Overseeing acknowledgement of all Capital Campaign gifts and pledges. Managing and/or creating Capital Campaign correspondence including meeting requests, scheduling and meeting action items. Assisting in the creation and editing of cover letters and proposals for individual donor prospects. Drafting and sending thank you letters to donors to the Capital Campaign, with live signatures from appropriate volunteer leaders.

Organizing and monitoring Campaign Cabinet assignments and follow-up, and assisting in all aspects of high-level volunteer-led activities.

Support Campaign Cabinet as they conduct lead gift cultivation and solicitation

## Position Summary

Field

Radio and Television

Organization/Station(s)

WNED

Job Category

Administrative

Job Status

Full time

Date Posted

Apr 2, 2014

Deadline

Open Until Filled

Location

Buffalo, New York

Web Site

<http://www.wned.org>



activities through communication, coordination and attending strategy meetings when appropriate.

Attend Campaign Cabinet meetings in Western New York and Southern Ontario, as well as creating and distributing meeting minutes.

Update spreadsheets/prospect lists with information regarding each strategy and outcome of cultivation and solicitation activities.

Compile Campaign solicitation packets with cover letters, proposals, pledge cards, named opportunities and other associated documents.

Provide coordination and administration of Campaign events.

Assist with the administration of donor stewardship programs including named opportunities/acknowledgments.

Assist in the management, organization and maintenance of all confidential donor records.

Research prospective donors to the Capital Campaign in Southern Ontario.

Create all Capital Campaign reports [i.e. for pending & realized gifts, budget tracking, status updates, etc.].

Other duties as assigned.

**Required Qualifications and Experience:**

Seasoned, responsible, focused individual, with outstanding organizational skills and high level of accuracy.

Excellent written, verbal and customer service skills.

Excellent phone etiquette.

Self-motivated, detail-oriented, creative, strategic and professional.

Experience managing timelines.

**Preferred Qualifications and Experience:**

Experience in and knowledge of Capital Campaigns and/or Fundraising Development.

Social media and on-line fundraising experience.

Experience working with confidential donor data.

Bachelor's degree.

Flexibility in work hours.

**Send application materials to:**

WNED is currently accepting applications for the position of Capital Campaign Administrator. The job description is attached. Interested applicants may submit cover letter & resume to: \_\_\_\_\_ OR mail to: WNED HR Dept., 140



## CONNECTING COLLEGES AND EMPLOYERS.

WNYACCC is a consortium of college career center professionals whose primary purpose is connecting employers with talented college students across the Buffalo-Niagara region.

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## UPCOMING EVENTS

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## EDIT JOB/INTERNSHIP INFORMATION

Position Status Open ▼

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### POSITION DETAILS

Type \*

Job  Internship

Title \*

Director, Foundations & Community Develk

Job Details \*  
(you may select more than one)

Full-Time  Part-Time  Summer Job

Degree Requirements \*  
(you may select more than one)

Associates  Bachelors  Masters  
 PhD  High School/GED

Desired Experience \*  
(you may select more than one)

Entry level  Experienced level

Position Description \*

WNEC is currently accepting applications for the position of Director, Foundation and Community Development. The job description is shown below. Interested applicants may submit cover letter & resume to:

Qualifications/Skills \*

Qualifications and Education Required:

- Bachelors Degree
- Minimum five years experience in writing and communications, sales or fundraising with particular emphasis

fundraising with particular emphasis on grant writing for non-profit organizations.

Knowledge of Microsoft Office Suite, PowerPoint, Access and Excel desirable.

<b>Application Deadline *</b>	July	▼	05	▼	2014	▼
<b>Start Date</b>	August	▼	01	▼	2014	▼
<b>End Date (if applicable)</b>	January	▼	01	▼	2014	▼
<b>Industry *</b>	Business Related					
<b>Salary/Rate of Pay</b>						
<b>Is this position commission only?</b>	No					
<b>May we share salary with candidates?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No					
<b>Are you recruiting on behalf of another organization? *</b>	No					
<b>If yes, confidentially list name of organization for administrative purposes only:</b>						
<b>How should applicants apply?</b> (i.e. email, mail or fax resume and cover letter, call, apply online, send transcripts, etc.)	WNED is currently accepting applications for the position of Director, Foundation and Community Development.					
	Interested applicants may submit cover letter & resume to:					
<b>Email for Candidates</b>	hr@wned.org					

### POSITION LOCATION

<b>City</b>	Buffalo	
<b>State *</b>	New York	▼
<b>Country</b>	United States	▼

### POSTER/CONTACT INFORMATION

<b>Salutation</b>	Ms.	▼
<b>First Name</b>	Sharon	
<b>Last Name</b>	Congelli	
<b>Your Title at Work *</b>	Director of HR	
<b>Organization Name *</b>	WNED Public Broadcasting	
<b>Address 1 *</b>	Horizons Plaza	
	140 Lower Terrace	
<b>City *</b>	Buffalo	
<b>State *</b>	New York	▼
<b>Postal Code *</b>	14202	
<b>Country</b>	United States	▼
<b>Email *</b>	hr@wned.org	
<b>Phone *</b>	716-845-7000	

Fax

716-845-5083

Website \*

<http://www.wned.org>

Organization Description \*

WNED is a leading bi-national public broadcasting organization operating two television stations and two radio stations, all locally programmed. Programs and outreach explore and address interests relevant to the Buffalo and Toronto area.

## SEND TO:

Send this position opening to \*

All Schools

Bryant & Stratton College (North Campus)

Canisius College

Erie Community College (City Campus)

Hilbert College

Jamestown Community College - Cattaraugus County Campus

Niagara County Community College

SUNY Empire State College

University at Buffalo

Bryant & Stratton College (South Campus)

Daemen College

Erie Community College (North Campus)

Houghton College

Jamestown Community College - Jamestown Campus

Niagara University

SUNY Fredonia

University at Buffalo School of Management

Buffalo State College

D'Youville College

Erie Community College (South Campus)

ITT Technical Institute

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Home > Applications > View My Jobs > Director of News & Public Affairs Jobs in Buffalo, New York - WNED

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## Director of News & Public Affairs

Job Posting View Applications About This Job

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Active  
30 days remaining

### Job Details:

## Director of News & Public Affairs WNED

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#### Job Snapshot

Location :	140 Lower Terrace Buffalo, NY 14202 ( <a href="#">Map It!</a> )
Employee Type :	Full-Time
Industry :	Broadcasting - Radio - TV
Manages Others :	Yes
Job Type :	Media - Journalism - Newspaper
Education :	4 Year Degree
Experience :	At least 4 year(s)
Post Date :	3/12/2014

#### Contact Information

Contact :	Sharon Congelli
Fax :	716-845-5083

#### Description

<b>Position Title:</b>	Director of News & Public Affairs
<b>Department:</b>	WBFO Radio
<b>Division:</b>	Radio Broadcasting
<b>Reports to:</b>	Chief Program Officer
<b>Status:</b>	Full-time, Exempt

#### 1. Summary:

The News Director is responsible for the management of WBFO Radio and the news department and ensures the highest journalistic standards and public service ethics are met. Supervises all news gathering activity, in charge of day-to-day operations of the newsroom, and sets policy & procedures for news department staff. The News Director is responsible for overseeing the news and public affairs content of local programs produced by WNED-TV. Working with senior management, creates and implements the vision, strategy and plan to enable WBFO to be a valued and critical community news and information service. Works with other departments on cross platform projects related to news and public affairs, creating high quality news and information programming for broadcast, web and mobile.

#### II. Duties & Responsibilities:

#### % Time Spent

- |  |     |
|--|-----|
| 1. Oversees the operation of WBFO, including the full day program schedule, local programming and production, and the 24/7 news gathering operation; oversees all WBFO new and digital media activities; maintains budgets, develops procedures & policies for station operations, evaluates staff development & performance; schedules staff; makes hiring recommendations; plans and administers departmental and project budgets; works with development department to coordinate on-air fund drives. | 70% |
| 2. Establishes and maintains partnerships with other news and community organizations to further WNYCPBA goals, serves as primary contact with   | 5%  |

NPR and other public radio entities, and represents WBFO at community and professional events.

- 3. Serves as a member of the President's Staff, taking part in regular meetings, discussions and reviews of overall organizational activities and operations; participates in strategic planning and annual planning for WBFO and other departments and activities. 10%
- 4. Oversees content and editorial standards for WNED-TV news and public affairs programs including community forums, long form interviews, debates and other news and public affairs programs. 15%


**Requirements**

**Qualifications & Experience:**

- Significant journalism and reporting experience with demonstrated skills in writing, reporting and editing procedures.
- Experience in maintaining the high journalistic standards including objectivity, balance and fairness.
- Minimum 4-6 years of public radio experience including management or supervisory experience, but will consider combination of public and commercial radio experience.
- Strong communications and leadership skills with a demonstrated ability to work with internal and external partners and the ability to lead, train, grow and motivate staff.
- Knowledge of online news platforms and production.
- Bachelor's degree from accredited university in journalism, broadcasting or related field.

TO APPLY: Qualified applicants may submit cover letter & resume to: [\[Click Here to Email Your Resumé\]](#) OR mail to:

WNED HR Dept.  
140 Lower Terrace  
Buffalo, NY 14202

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If approved, your listing will be posted within 24 hours.

## Manager of Building Services

WNED|WBFO

WESTERN NEW YORK PUBLIC BROADCASTING ASSOCIATION

WNED/WBFO Buffalo/Toronto

WNED is currently accepting applications for the position of Manager of Building Services. The job description is shown below. Interested applicants may submit cover letter & resume to: \_\_\_\_\_ OR mail to: WNED HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNED is an equal opportunity employer committed to excellence through diversity.

Position Title: Manager of Building Services

Department: Facilities

Reports to: VP, Finance/CFO

Status: Full-time, Exempt

Date: September 25, 2014

### Position Summary:

Oversees all building administrative and engineering operations of main location in Buffalo, NY and satellite office in Toronto, Ontario. Prepares building services operational and capital budgets and monitors budget on a monthly basis. Negotiates and administers building services contracts with vendors. Acts as the liaison between organization and building tenants. Supervises Building Maintenance Technician, Courier, and Receptionists. Collaborates with all departments and provides support for normal operations and special projects.

### Responsibilities Include:

Supervises building services operations and personnel. Oversees the maintenance of the following building systems and works with outside contractors for

## Position Summary

Field

Radio and Television

Organization/Station(s)

WNED|WBFO

Job Category

Engineering/Operation/Technical

Job Status

Full time

Date Posted

Sep 26, 2014

Deadline

Open Until Filled

Location

Buffalo, New York

Web Site

<http://www.wned.org>



maintenance and repair of:

1. Electrical Systems
  2. Mechanical Systems
  3. HVAC Systems
  4. Fire Alarm & Security System
  5. Sprinkler System
  6. Intercom System
  7. Elevator Systems
  8. Plumbing System
  9. Parking Gates
  10. Exterior Grounds
  11. Back-up Generator
  12. Other Systems as needed
- Provides building services support for events (security, cleaning, and building operations)
  - Facilitates the work of landscapers, cleaners, snow removal and other contracted services
  - Oversees building maintenance for Toronto office
  - Programs and maintains Access Control System along with issuing Access Control Swipe cards for staff and tenants
  - Assists the IT Department in the basic maintenance of HP Copy /Printer Units
  - Regularly inspects building life support systems to make sure they are in good working condition and ensures that facilities meet government regulations and environmental, health and security standards.

**Qualifications and Education Required:**

- Bachelor's degree desired, but not required
- Technical certification or training in commercial building electric power & HVAC systems required
- Thorough familiarity with AutoCAD LT, Access Control, HVAC, CCTV and personal computer applications, including Microsoft Office
- Clean driving record and ability to travel to Canada
- Ability to lift up to 50 lbs and engage in strenuous physical activity
- Ability to operate power tools and machines, such as snow blower, hand tools, Billy Goat, HVAC test system, etc.
- Must be able to work varied shifts as needed and be on call during non-business hours for building emergencies
- Excellent analytical, organizational, and communication skills
- Ability to work without direct supervision



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- Account Service (5)
- Administrative (2)
- Creative (6)
- Interactive (1)
- Marketing (5)
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Company Name	WNED WBFO
Location	140 Lower Terrace, Buffalo, NY 14202
Date Posted	Today
Category	Default
Job Type	Creative
Relevant Work Experience	3-5 Years
Education Level	Bachelors
Contact	Sharon Congelli
Phone	7168457000

## Description

WESTERN NEW YORK PUBLIC BROADCASTING ASSOCIATION  
WNED/WBFO Buffalo/Toronto

WNED|WBFO is currently accepting applications for the position of Digital Media Arts Manager. The job description is shown below. Interested applicants may submit cover letter & resume to: [hr@wned.org](mailto:hr@wned.org) OR mail to: WNED|WBFO HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNED|WBFO is an equal opportunity employer committed to excellence through diversity.

Position Title: Digital Media Arts Manager  
Department: Corporate Communications  
Reports To: Director of Corporate Communications  
Classification: Full-Time, Exempt  
Date: November 2014

### Position Summary:

Designs interactive company publications, digital graphics and TV stills. Works with Corporate Communications team on the development of WNED|WBFO Magazine. Researches new media initiatives and training opportunities.

### Responsibilities Include:


- Works with the Corporate Communications team to create and produce WNED |WBFO Magazine.
- Create interactive digital graphics for social media sites, e-blasts, TV stills and online display advertising (for [wned.org](http://wned.org), [wbfo.org](http://wbfo.org) and outside websites).
- Serve on the Annual Report committee to create an all-digital, interactive publication.
- Research new media initiatives and coordinate department and/or company training opportunities. Also, keep up on the latest trends/software for interactive graphic design.
- Design print and other material, as needed.
- Other duties as assigned.

Advertising Club of Buffalo  
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Qualifications and Education Required:

- Bachelor's degree in graphic design
- Strong knowledge of digital media, digital publishing or interactive graphic design
- 3 – 5 years' experience is preferred, ideally in media and/or non-profit setting.
- Proficiency in Adobe Creative Cloud software & interactive products / Microsoft Office Suite required.
- Strong writing, grammar and spelling skills essential.
- Strong verbal communication skills necessary.
- Accuracy and attention to detail are a must.
- Must have the ability to work under constant deadlines and strong organizational skills.
- Must be a team player with a positive attitude.

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THE ADVERTISING CLUB OF BUFFALO

The Advertising Club of Buffalo supports and connects communications professionals in Western New York.

We strive to bridge the gaps between passions, occupations, and experience levels to create a single unified community that provides national industry involvement with a local focus.

Through collaboration, education, networking, and events we offer creative thinkers and marketing-savvy minds the opportunity to do more, and get better. Seasoned experts are able to share experiences and keep up with the latest trends. Students are provided access to the resources (and people) they need to get in, and get ahead.

We take pride in our profession, our region, and our work – and we want everyone to know it.

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## Capital Campaign Administrator - Buffalo, NY

### Job Information

**ID** : #10827825  
**# of Positions** : 1  
**Minimum Education Level** : Bachelor's Degree  
**Experience Required** : 3+ years  
**Duration** : Full Time Regular  
**Shift** : First Shift (Day)  
**Hours per week** : 40

### Job Description

WESTERN NEW YORK PUBLIC BROADCASTING ASSOCIATION  
 WNED/WBFO Buffalo/Toronto

WNED is currently accepting applications for the position of Capital Campaign Administrator. The job description is shown below. Interested applicants may submit cover letter & resume to: [hr@wned.org](mailto:hr@wned.org) OR mail to: WNED HR Dept., 140 Lower Terrace, Buffalo, NY 14202. WNED is an equal opportunity employer committed to excellence through diversity.

**Position Title:** Capital Campaign Administrator  
**Reports to:** Sr. Vice President for Development & Corporate Communications  
**Status:** Full-Time, Exempt  
**Date:** October 2014

**Summary**  
 Responsible for all administrative functions related to Capital Campaign with expected duration of 3-5 years.

#### Duties and Responsibilities

1. Overall Capital Campaign administration and organization including prospect tracking, task assignment and maintenance of timelines.
2. Scheduling meetings, preparing talking points, assembling presentations, and preparing materials for Campaign Cabinet and Campaign staff meetings in Western New York and Southern Ontario. Maintaining master Capital Campaign Calendar.
3. Overseeing acknowledgement of all Capital Campaign gifts and pledges. Managing and/or creating Capital Campaign correspondence including meeting requests, scheduling and meeting action items. Assisting in the creation and editing of cover letters and proposals for individual donor prospects. Drafting and sending thank you letters to donors to the Capital Campaign, with live signatures from appropriate volunteer leaders
4. Organizing and monitoring Campaign Cabinet assignments and follow-up, and assisting in all aspects of high-level volunteer-led activities.
5. Support Campaign Cabinet as they conduct lead gift cultivation and solicitation activities through communication, coordination and attending strategy meetings when appropriate.
6. Attend Campaign Cabinet meetings in Western New York and Southern Ontario, as well as creating and distributing meeting minutes.
7. Update spreadsheets/prospect lists with information regarding each strategy and outcome of cultivation and solicitation activities.
8. Compile Campaign solicitation packets with cover letters, proposals, pledge cards, named opportunities and other associated documents.
9. Provide coordination and administration of Campaign events.
10. Assist with the administration of donor stewardship programs including named opportunities/acknowledgments.
11. Assist in the management, organization and maintenance of all confidential donor records.
12. Research prospective donors to the Capital Campaign in Southern

Ontario.

13. Create all Capital Campaign reports [i.e. for pending & realized gifts, budget tracking, status updates, etc.]

14. Other duties as assigned

Required Qualifications and Experience:

1. Seasoned, responsible, focused individual, with outstanding organizational skills and high level of accuracy
2. Excellent written, verbal and customer service skills
3. Excellent phone etiquette
4. Self-motivated, detail-oriented, creative, strategic and professional
5. Experience managing timelines

Preferred Qualifications and Experience:

1. Experience in and knowledge of Capital Campaigns and/or Fundraising Development
2. Social media and on-line fundraising experience
3. Experience working with confidential donor data
4. Bachelor's degree
5. Flexibility in work hours

## Company Information

**Name :** [WNYPublic Broadcasting Association](#)

**Description :** WNET is a leading bi-national public broadcasting organization operating two television stations and two radio stations, all locally programmed. Programs and outreach explore and address interests relevant to the Buffalo and Toronto area.

**Type :** Direct Employer

**Address :** Horizons Plaza  
140 Lower Terrace  
Buffalo, NY 14202

## Application Information

**Email :** [Sharon.Congelli-hr@wned.org](mailto:Sharon.Congelli-hr@wned.org)

**Apply by mail :** Attn: Sharon Congelli  
140 Lower Terrace  
Buffalo, NY 14202

**By Phone :** Call Sharon Congelli at 7168457000

**By Fax :** Fax to 716-845-5083 Attn : Sharon Congelli

**Job Posting Entered On :** 10/10/2014

**Job Posting Expires On :** 11/9/2014

Disclaimer: In conducting placement activities, the New York State Department of Labor (Department), acts as a portal for prospective employees and businesses. The Department does not represent or guarantee the truthfulness, accuracy, or reliability of information supplied by prospective employees or businesses, nor does it engage in any form of screening or independent investigation of prospective employees and businesses other than matching a prospective employee's self-stated qualifications to those prescribed by a business. The Department is not responsible for any employment decisions made by prospective employees or businesses, for whatever reason made. New York State Law may limit the types of disclosures that the Department can make to a business regarding a prospective employee. Businesses should not forgo any form of screening otherwise prudent to ensure a prospective employee's qualifications and background meets the needs of the workplace.

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**ATTACHMENT 3d**

Registered (CK 10/9/2014)  
1/30/14

**Sharon Congelli**

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**From:** TesavisK <TesavisK@roberts.edu>  
**Sent:** Tuesday, January 28, 2014 2:15 PM  
**Subject:** Roberts Wesleyan College Job Recruitment Day Invitation

3.d

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

January 28, 2014

A reminder that Roberts Wesleyan College will be hosting Job Recruitment Day on Thursday, March 13 from 3:00 - 5:00 p.m. This event will be held in the Roberts Cultural Life Center atrium. We are asking each organization to set up a display by 2:30 p.m. and discuss potential employment opportunities with students.

Roberts Wesleyan College is a Liberal Arts College committed to offering a variety of four year Bachelor programs as well as graduate programs in Social Work, Management, Education, School Counseling, School Psychology, Nursing, Health Administration, Theology and Divinity.

Employers can register using the following link: [www.roberts.edu/JobRecruitmentDay](http://www.roberts.edu/JobRecruitmentDay). The registration fee for this event is \$30.00. Payment for the event can be made online by credit card or by check mailed to Roberts Wesleyan College, 2301 Westside Drive, Rochester, NY 14624.

Please complete the registration form and the \$30.00 registration fee by Monday, March 3 to indicate your participation. Once your registration materials are received, a confirmation email will be sent. If you have any questions, please feel free to contact me at (585) 594-6539.

We look forward to your positive response to this invitation.

Sincerely,



Mary Flaherty  
Director of Career Services

*Kathy Tesavis  
Office of Career Services  
Roberts Wesleyan College  
2301 Westside Drive  
Rochester, NY 14624  
585 594-6539*

3.d

May 29, 2014

Allison Hart  
78 Keswick Rd.  
Amherst, NY 14226

Dear Allison:

I am pleased to confirm your internship, which will begin the week of Monday, June 2, 2014. You are assigned to the TV Production Department and will work under the supervision of Phil Teibel, Production & Facilities Manager. The schedule for your internship is to be determined.

As you know, this is an unpaid internship. Students are limited to doing one semester-long internship at WNED so that we may offer other students similar opportunities. Also, this internship is not training for any specific position at the end of your internship.

When you are working at WNED, you are required to wear an identification tag. The Receptionist will issue you an identification tag on your first day. If you forget your tag, arriving at work without it, please ask the Receptionist to issue you a temporary tag for that day.

If you have any questions or problems regarding your internship, please feel free to call me at (716) 845-7021. Allison, we are pleased that you will be working with us. On behalf of the entire staff, welcome to WNED!

Sincerely,

Sharon L. Congelli  
Director of Human Resources

cc: P. Teibel



May 29, 2014

Matthew Hoffman via matthew.hoffman04@gmail.com

Dear Matthew:

I am pleased to confirm your internship, which will begin the week of Monday, June 2, 2014. You are assigned to the Development Department and will work under the supervision of Joe Cannizzaro, Senior Director, Fundraising & Special Projects. The schedule for your internship is to be determined.

As you know, this is an unpaid internship. Students are limited to doing one semester-long internship at WNED so that we may offer other students similar opportunities. Also, this internship is not training for any specific position at the end of your internship.

When you are working at WNED, you are required to wear an identification tag. The Receptionist will issue you an identification tag on your first day. If you forget your tag, arriving at work without it, please ask the Receptionist to issue you a temporary tag for that day.

If you have any questions or problems regarding your internship, please feel free to call me at (716) 845-7021. Matthew, we are pleased that you will be working with us. On behalf of the entire staff, welcome to WNED!

Sincerely,

Sharon L. Congelli  
Director of Human Resources

cc: J. Cannizzaro

[LOGO]

**Director, Foundation & Community Development  
WNED/WBFO, Buffalo, NY**

For more than 50 years, viewers have turned to member-supported WNED|WBFO as a powerful and trusted resource. Today, WNED is a leading bi-national public broadcasting organization operating two television stations and two radio stations, all locally programmed.

The primary responsibility of the Director, Foundation & Community Development will be to oversee development of relationships with foundations, corporate giving programs, and government agencies, as well as stewardship of major donor commitments to the capital campaign. Visit [www.wned.org](http://www.wned.org) for more details about WNED/WBFO and this position. Please submit cover letter & resume to [hr@wned.org](mailto:hr@wned.org) or mail to: HR Dept., WNED, 140 Lower Terrace, Buffalo, NY 14202. EOE

**ATTACHMENT 3f**



**WNEB**  
**WBFO**  
Buffalo-Toronto

## **WORKPLACE DIVERSITY**

WNEB believes that when individual differences, rights, and beliefs are respected and embraced, all people have a voice, and their creativity and originality are encouraged. We maintain that achieving diversity requires an enduring commitment to inclusion that must find full expression in our organization's culture, values, norms and behaviors. Throughout our work, we will support diversity in all of its forms, encompassing but not limited to, age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and veteran status.

### **BENEFITS OF DIVERSITY**

WNEB is committed to promoting an environment in which differences are respected, employees are treated fairly, and individual contributions are valued and rewarded. The perspectives offered by employees, board members, interns, volunteers and community partners from many different backgrounds not only strengthen WNEB and provide greater innovation and creativity, but enable us to thoughtfully respond to the needs of our stakeholders. Therefore, WNEB's diversity initiatives are applicable, but not limited to, our practices and policies on recruitment and selection of staff and board members, compensation and benefits, professional development and training, promotions, transfers, social and recreational programs, layoffs, terminations, and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees, board members, interns and volunteers
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity

WNEB staff has a responsibility to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

### **MANAGEMENT COMMITMENT**

All members of management are responsible for understanding WNEB's commitment to a diverse workforce and to actively assuring that the diversity plan is supported and carried out.

### **QUESTIONS AND COMPLAINTS**

Employees who believe they have been subjected to any kind of discrimination that conflicts with WNEB's diversity policy and initiatives, or any other status protected by law, should seek assistance from a supervisor or the Director of Human Resources.

## **2.01 WORK PLACE DIVERSITY**

WNED recognized long ago the value of diversity in the community and the workplace, and has since been strongly committed to increasing the diversity of the station, the content of our programming, and the communities we serve. We recruit individuals of exceptional ability and talent from a broad range of ethnic and academic backgrounds, experiences, cultures, and lifestyles, and are dedicated to the retention and advancement of all such individuals. We are also very active in our efforts to promote diversity in the media and the community at large, having founded and supported numerous initiatives focused on enhancing diversity. Many WNED employees are active in groups and organizations – often in leadership positions – that support the advancement of individuals of diverse backgrounds.

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### **MANAGEMENT COMMITMENT**

We are proud of our efforts and our policy of providing equal opportunity for all applicants and employees without regard to sex, race, color, religion, national origin, ancestry, age, marital status, sexual orientation, pregnancy, physical or mental disability, citizenship, or veteran status. All members of management are responsible for understanding WNED's commitment to a diverse workforce and to actively assuring that the diversity plan is supported and carried out.

### **QUESTIONS**

If you would like additional information concerning diversity efforts at WNED, contact the Director of Human Resources.

**ATTACHMENT 3g**

