

**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**

Stations WTJX-TV and WTJX-FM

**EEO PUBLIC FILE REPORT**

*For the period covering September 28, 2022 through September 27, 2023*

*Although this Report was timely uploaded to the online public file for WTJX-TV, as the result of staff turnover, upload of the report to the online public file for WTJX-FM was inadvertently delayed.*

The following table provides information on full-time vacancies filled during this reporting period:

Job Title	Recruitment Source Used	Number of Interviewees	Interviewees Recruitment Source	Date Filled & Successful Source
<b>Marketing Director</b> St. Croix	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Source St. Croix Avis	1	1 Word of Mouth	11/14/2022
<b>Radio News Reporter</b> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Source St. Croix Avis Journalism Jobs	1	1 Internal	11/28/2022
<b>Production Technician II</b> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News	2	1 Indeed 1 DOP Job Expo	12/05/2022 DOP Job Expo
<b>Senior Producer</b> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News St. Croix Avis	1	1 Word of Mouth	01/30/2023

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<p><i><b>Producer</b></i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News St. Croix Avis</p>	<p align="center">1</p>	<p>1 Word of Mouth</p>	<p align="center">03/27/2023</p>
<p><i><b>Producer</b></i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News St. Croix Avis</p>	<p align="center">1</p>	<p>1 Word of Mouth</p>	<p align="center">05/08/2023</p>
<p><i><b>Director of Human Resources</b></i> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News</p>	<p align="center">2</p>	<p>1 Word of Mouth 1 Indeed</p>	<p align="center">03/27/023 Word of Mouth</p>
<p><i><b>Director of Radio Operations</b></i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor</p>	<p align="center">2</p>	<p>1 Word of Mouth 1 Indeed</p>	<p align="center">4/10/2023 Word of Mouth</p>
<p><i><b>Special Assistant to Chief Operating Officer</b></i> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor</p>	<p align="center">7</p>	<p>5 Indeed 1 DOL VIEWS 1 WTJX website</p>	<p align="center">05/08/2023 Indeed</p>
<p><i><b>Development Office Special Assistant</b></i> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor</p>	<p align="center">3</p>	<p>3 Indeed</p>	<p align="center">06/12/2023 Indeed</p>

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<p><b>Interstitial Producer</b> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Facebook WTJX Instagram WTJX Twitter Indeed Department of Labor Virgin Islands Daily News</p>	<p align="center">2</p>	<p>1 Internal 1 Indeed</p>	<p align="center">6/19/2023 Indeed</p>
<p><b>Broadcast Technician I</b> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor Virgin Islands Daily News</p>	<p align="center">3</p>	<p>2 Indeed 1 DOL Career Fair</p>	<p align="center">6/19/2023 DOL Career Fair</p>

Below is a listing of the **recruitment sources** used, as appropriate for each open position during this period, complete with contact persons and their corresponding mailing addresses:

**Master Recruitment Source List**

RS ID#	Recruitment Source Name and Contact Information	Number of interviewees referred
1	<p>Virgin Islands Daily News 9155 Estate Thomas St. Thomas, VI 00802 Terrance Jacobs (340) 774-8772 Ext. 335</p>	0
2	<p>St. Croix Avis P.O. Box 750 Christiansted, St. Croix, VI 00821 Linda Clarke (340) 718-2300</p>	0
3	<p>Virgin Islands Department of Labor 4401 Sion Farm Christiansted, VI 00820 Prudence Tuitt-Edwards, Talent Acquisition Specialist (340) 773-1994 ext. 2138</p>	2
4	<p>Internal Posting Virgin Islands Public Broadcasting System – WTJX P.O. Box 7879 St. Thomas, VI 00802 Rolda Mason, Director of Human Resources (340) 774-6255</p>	2
5	<p>Word of Mouth</p>	6

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6	WTJX Website – <a href="http://www.wtjx.org">www.wtjx.org</a> Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	1
7	WTJX Facebook Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
8	WTJX Twitter Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
9	WTJX Instagram Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
10	Public Media Business Association (PMBA) 1300 Piccard Dr. Ste. LL 14 Rockville, MD 20850 Tom Foley (240) 503-2291	0
11	Indeed, Inc. 6433 Champion Grandview Way, Building 1 Austin, TX 78750 Kathleen Highsmith, Account Executive (512) 664-0778	15
12	Corporation for Public Broadcasting Jobline (CPB) 401 Ninth Street, NW Washington, DC 20004 Carole Mah 202-879-9600	0
13	PublicMediaJobs.org/Current Newspaper 4400 Massachusetts NW Washington, DC 20016-8122 Julie Drizin, Executive Director (860) 437-5700	0
14	ProductionBeasts 929 Colorado Ave. #126 Santa Monica, CA 90401 Shant Kiraz hello@productionbeast.com	0

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15	Public Broadcasting Service (PBS) 1225 S. Clark Street Arlington, VA 22202 (703) 739-3222	0
16	Virgin Islands Source P.O. Box 224600 Christiansted, VI 00822 visource@gmail.com	0
17	Journalism Jobs P. O. Box 1018 Greenwood, SC 29648 ads@journalismjobs.com (510) 508-7386	0

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The following long-term recruitment initiatives were implemented by the Virgin Islands Public Broadcasting System during this reporting period:

#### **A. Internship/Student Programs:**

The System provided learning opportunities for four (4) students within the following internship programs.

1. Summer Employee Program – During the summer of 2023, two students participated in the Legislature’s Summer Youth Employment Program (SYEP) through the Offices of Senators Franklin D. Johnson and Dwayne M. DeGraff. This gave the students the opportunity to learn skills contributing to their interested career path in the Radio and Production Departments out of the St. Croix facility. The students were engaged for 30 hours each week for a period of six weeks.
2. Student Shadowing/Internship – During this reporting period, the System partnered with the Department of Human Services, Division of Disabilities and Vocational Rehabilitation Services to entertain one student with real-world work experience. WTJX served as a worksite to allow this student to explore his potential in a supportive employment setting. The System also hosted a Hampton University Junior, majoring in Strategic Communications with an Emphasis in Audio Production. The student completed an 8-hour shadowing tour to gain first-hand observatory knowledge of professionals in the work-setting. The intern was able to shadow the Senior Producer to gain insights into the day-to-day and behind-the-scenes practices of the role.

#### **B. Career and Recruitment Fairs:**

WTJX participated in eight Career Fairs through its Human Resources Division which provided for the dissemination of employment opportunities within the System to a diverse group of potential candidates within the community. Below is a listing of these events, four of which were held on the island of St. Thomas and four on the island of St. Croix:

*Department of Labor Career Fair:*

January 11, 2023 (St. Croix) and January 18, 2023 (St. Thomas)

*University of the Virgin Islands Career and Recruitment Fair:*

March 29, 2023 (St. Croix) and March 30, 2023 (St. Thomas)

*Department of Labor Career Fair:*

May 3, 2023 (St. Thomas) and May 10, 2023 (St. Croix)

*Department of Labor in Collaboration with the Division of Personnel Career Fair:*

September 13, 2023 (St. Thomas) and September 20, 2023 (St. Croix)

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#### **C. Career Development Training:**

As part of our commitment to maintaining a prepared workforce, the Virgin Islands Public Broadcasting System strongly encourages employees to obtain training and complete professional development courses. In so doing, employees will enhance their organizational knowledge and skills to optimize performance, and ultimately advance the successes of the System. Some areas of trainings completed during the reporting period include the following:

*Project Management Course* – This one-month course was attended by the Facilities Coordinator on St. Croix from January to February 2023. The course provided the opportunity to learn about managing projects and staying abreast of current strategies for meeting project deadlines efficiently. The course gave guidance and offered an in-depth understanding of the processes and requirements for managing projects.

*Public Media Summit (2023)* – This Summit was attended by the Chief Executive Officer and Vice Chair of the Governing Board in February/March 2023. The gathering of public broadcasting general managers and community leaders allows for collaboration and exploration of issues that are vital to the future and mission of public service media.

*National Association of Broadcasters (NAB) Show 2023 Conference* – The annual NAB trade show conference was attended by the Assistant Director of Engineering, Production Manager, and Director of New Media in April 2023. The NAB Show was a major source of obtaining a wealth of information and opportunities for growth in all areas of the modern broadcasting industry.

*Public Broadcasting System Annual Conference and General Managers' Meeting* – This Conference and Meeting was attended by the Chief Executive Officer and Programming Manager in May 2023. The General Managers' Meeting provided the opportunity for top executives and major stakeholders to discuss current public media issues relative to the public service mission.

*Public Media Business Association (PMBA) Annual Conference* - This hybrid conference was attended by the Chief Financial Officer and Senior Financial Officer in May/June 2023. Attendance at the conference provided the opportunity to gain a broader range of knowledge needed to perform duties in financial reporting to include Annual Financial Reports, TV and Radio Community Service Grant Review, audits, required compliance, and guidelines.

*Public Media Development & Marketing Conference (PMDMC)* - The Board of Directors Chairman and the Chief Executive Officer attended this annual conference in July 2023. The conference provided public media leaders access to valuable strategic steps designed to increase untapped or under-explored revenue. In addition, this conference provided actionable ideas and strategies that are meant to immediately drive more revenue for the station. By attending the PMDMC, the Chairman of the Board and CEO were able to connect and gain insight from other system professionals who are tackling the same industry issues.

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*Human Resources Seminars/Webinars* – Throughout the year, the Human Resources Director participated in quarterly trainings provided by the Government’s Division of Personnel designed to ensure that HR professionals are informed of current regulations and processes, along with any updates, necessary for success in the industry. The Human Resources Director also participated in the Equal Employment Opportunity Commission (EEOC) and Department of Labor Virtual Webinar on Advancing Equality for Women in the Workplace, which heightened awareness on new protections under the Fair Labor Standards Act for nursing mothers in the workplace, and the requirements of the newly introduced Pregnant Workers Fairness Act. Additionally, the HR Director attended the webinar “Disability is Part of the Equity Equation” which highlighted how individuals with various disabilities can be effectively incorporated into the workplace in support of equity and inclusion.

#### **D. All Employee Trainings:**

*Preventing Harassment and Discrimination Training* – This is a mandatory annual training requirement which was issued in April 2023 to all employees and managers with a completion due date of June 30, 2023. The Harassment and Discrimination Prevention Training is designed to build awareness about professional behaviors in the workplace and define boundaries for a non-discriminatory and harassment-free environment.

*Diversity, Inclusion and Belonging Training* – This training was issued in July 2023 to all employees, managers, and Board Members. The deadline for completing the required annual training was September 15, 2023. The training is designed to provide information and examples for a better understanding of valuing individual differences and demonstrating sensitivity to diversity, equity, and inclusion in the workplace.

#### **E. Participation in Job Banks and Internet Programs**

The System listed all vacant positions on the Virgin Islands Public Broadcasting System website and on Department of Labor (DOL) job listing system. The DOL administers a system of effective programs and services designed to develop, protect, and maintain a viable workforce in the community of the Virgin Islands. The System also actively recruited through the Indeed platform which proved to be the most effective source in recruiting qualified individuals. Additionally, through participation in national public media job listings, the System has an opportunity to disseminate vacancy notices to a wide range of applicants in the broadcasting industry.