

Connecticut Public Broadcasting, Inc.
Station WNPR-FM
Facility ID 13627

Response to 2018 EEO Audit
Federal Communications Commission

August 14, 2018

For Questions About Our Response, please contact:
Meg Sakellarides, Chief Financial Officer (Station Representative)
msakellarides@ctpublic.org



August 14, 2018

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

Re: WNPR-FM, Facility ID 13627 (Connecticut Public Broadcasting, Inc.) EEO Program Audit

Ladies and Gentlemen:

The purpose of this letter is to respond to the letter from your office dated June 19, 2018 requesting information about the EEO program for WNPR-FM – Meriden, Connecticut. Because station WNPR-FM is part of an employment unit (Connecticut Public Broadcasting, Inc.) that also operates WEDH, WEDW, WEDN, WEDY (all television) and WPKT, WRLI, and WEDW (all FM radio), the responses will deal with all stations as a unit (“Unit”).

Responses are given in the order requested in the June 19, 2018 letter.

3(a). Provide copies of the Unit’s two most recent EEO public file reports and the Unit’s web address. Provide the date of each full-time hire listed in each EEO public file report provided.

The two most recent EEO public file reports are attached in Attachments A and B. Our website address is www.ctpublic.org and the most recent reports are accessible under the “Job and Internships” tab, then located under the “EEO Reports” tab. The date of each full-time hire is included in each EEO public file report provided.

3(b). For each Unit full-time position filled during the period covered by the above EEO public file reports, provide dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position (job notices to multiple sources may be included once along with a list of the sources to which notice was sent). Provide indication in response as to whether copies of notices sent to all sources are retained as

well as an indication as to whether all log sheets for advertisements that aired are retained (in the case of multiple airings for on-air ads, one log sheet may be provided). Lastly, provide copies of all job announcements sent to any organization that has notified the Unit that they want to be notified of Unit job openings.

During the period December 1, 2015 through November 30, 2016 and December 1, 2016 through November 30, 2017, the number of full-time positions filled in the Unit was eighteen (18) and four (4), respectively. All of these positions have been reported on the annual EEO Reports for their respective years.

Attached are position announcements for each full-time position filled and at least one example of a time-stamped or dated advertisement or internal email communication for each position. Also included with each position announcement is a list of the sources to which the position announcement was sent as reflected on the hiring form for the opening. Sources marked with an "X" were sent the position announcement. Hard copies are not available for postings at certain referral sources in that the job description may have been faxed, emailed, or e-posted to those sources, with no time stamp available. The job announcements were, however, distributed to these sources contemporaneously with the posting internally and to our website. None of the positions recruited for were advertised on our air. No organization specifically requested that the Unit send it notices of job openings. Our Station's Policy/Practice for its full-time position recruitment can be found in Attachment C.

Required audit documentation for the year ended November 30, 2016 can be found in Attachment D and the required documentation for the year ended November 30, 2017 can be found in Attachment E.

3(c). Provide the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above EEO public file reports.

Requested information is included in our EEO public file reports (response to 3(a)), and in addition, we have provided a list of the total number of interviewees and the referral source for each interviewee for each vacancy filled in Attachments D and E (can be located following each position announcement).

3(d). Provide documentation of Unit recruitment initiatives during the periods covered by the above EEO public file reports such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Provide the total number of full-time employees of the Unit and state whether the population of the market in which the stations included in the Unit operate is 250,000 or more, and determine and state whether the Unit is required to perform two or four

initiatives within a two-year period. Provide documentation for up to four initiatives and summarize any initiatives if greater than four.

Requested information is included in response to 3(a) with illustrative supporting documentation included in Attachment H relating to our internship program, tuition reimbursement, our annual "Spirit of Leadership Scholarship, and our occupational training initiative, the "Institute for Advanced Media". Unit personnel involved in recruitment initiatives include: President and CEO (who leads our "Spirit of Leadership" scholarship efforts), Chief Financial Officer and Director of Human Resources (who lead our internship and tuition reimbursement programs), Vice President of Education (who leads our "Institute for Advanced Media" initiative), and various other employees who routinely participate in speaking engagements with community organizations.

The Unit currently (as of August 1, 2018) has eighty-five (85) full-time employees. The population of the market served is more than 250,000 therefore the Unit is required to perform four initiatives in a two-year period.

3(e). Disclose any 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 the Unit on the basis of race, color, religion, national origin, or sex. If there have been any complaints, provide (1) a brief description of the allegations and issues involved; (2) the name of the complainant and other persons involved; (3) the date of the complaint's filing; (4) the court or agency before which it is pending or was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. All complaints must be reported, regardless of their status or disposition.

There are no pending or resolved complaints involving the Station during the Station's current license term alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex.

3(f). For the period from March 24, 2014 (current license date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

The President and Chief Executive Officer, Chief Financial Officer, and Director of Human Resources monitor departmental managers to insure that all company policies regarding EEO are adhered to. The Company has an Employee Handbook that is given to all employees. This includes the Company's Equal Employment Opportunity Policy, a copy of which is included in Attachment F. In addition, the Station formally adopted certain practices and policies for its EEO Program and these practices are reviewed with departmental managers at least annually. The Company's EEO Program Practices and

Policies document can be found in Attachment G, which was included in our last renewal application and remains accurate.

To the extent there are questions or issues that arise relating to EEO, managers work with the Chief Financial Officer to ensure compliance with EEO policies. Employees are routinely notified of equal opportunity laws and policies through postings on company bulletin boards and when an employee is hired, they receive the Employee Handbook, which covers the Company's hiring and recruitment practices and the EEO Policy. Job applicants are informed about EEO policies through job advertisements generally stating that Connecticut Public Broadcasting, Inc. is an equal opportunity employer (please refer to each position announcement in Attachments D and E).

3(g). For the period from March 24, 2014 (current license date) until the date of this letter, describe the Unit's efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

Management at Connecticut Public Broadcasting, Inc. routinely analyses its EEO recruitment program through informal evaluation and also annually reviews the recruitment sources from which employees have been hired to determine if modifications in outreach should occur. In addition, FCC counsel provides an annual review of the program and reviews the annual EEO public file report prior to its filing. To-date, the Company believes that its recruitment is effective and adequate.

3(h). For the period from March 24, 2014 (current license date) until the date of this letter, describe the Unit's efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect, and if the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit's union-member employees and job applicants.

Under the Company's corporate governance structure as prescribed by its By-laws, the Company annually nominates and elects a Compensation Committee to examine pay, benefits, seniority practices (including succession planning) to determine that compensation is in compliance with the Company's overall compensation philosophy and is reasonable and non-discriminatory under the IRS' intermediate sanctions rules and regulations. This review also includes an examination or survey biennially for compensation of top executives' pay and benefits. In addition, under its Employee Handbook policies, the Company has policies in place for promotion, reassignment, and position reclassification. Also, for all new positions and/or promotions, the Director of Human Resources reviews salary data benchmarks from independent third-party sources. The Company currently has one Collective Bargaining Agreement covering seven technical

employees. All such union employees are subject to the same policies and practices as non-union employees for purposes of compliance with EEO.

3(i) - Not applicable. Connecticut Public Broadcasting, Inc. is not a religious broadcaster.

The undersigned declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct based on my personal knowledge as well as information provided by the Human Resources staff of the Unit and company records.



Meg Sakellarides
Chief Financial Officer

Attachment A

EEO Report
December 1, 2015 – November 30, 2016

Connecticut Public Broadcasting, Inc. (CPBI)
EEO Report File
December 1, 2015 - November 30, 2016

The report below represents all recruitment activities for full-time vacancies filled during the period of December 1, 2015 through November 30, 2016 for all stations. All stations represented are: WEDH, WEDW, WEDN, WEDY (all television) and WPKT, WNPR, WEDW, and WRLI (all radio). All open full-time positions are listed on the CPBI Web site (www.cpb.org), are posted on bulletin boards internally, and are e-mailed to all CPBI employees upon posting. In addition, notices of all full-time job openings are sent to the local community organizations and agencies listed in Attachment A.

Date Hired	Job Title	Total Interviewed	Recruitment Source of Interviewees (Attachment A)	Recruitment Source / Hired Employee (Attachment A)	Other Notes / Comments
12/14/15	AVID Editor	18	6 CPBN.org 1 Referral 11 Indeed.com	Referral	
1/11/16	Senior Vice President, Branding and Marketing	9	3 Referrals 1 LinkedIn 1 CPBN.org 3 Indeed.com 1 ZipRecruiter	LinkedIn	
1/25/16	Account Manager	1	1 CPBN.org	CPBN.org	
2/22/16	Analyst, Leadership Giving	5	1 Employee Applicant 2 CPBN.org 2 Indeed.com	Employee Applicant	
3/21/16	Executive Assistant, CFO/COO	4	3 Indeed.com 1 Employee Applicant	Employee Applicant	
3/22/16	Program Administrator, Leadership Giving	2	2 CPBN.org	CPBN.org	
5/16/16	Talk Show Producer, The Colin McEnroe Show	5	2 CPBN.org 1 Employee Applicant 1 Indeed.com 1 Referral	Employee Applicant	
6/13/16	Promotions Producer	1	1 Careerbuilder.com	Careerbuilder.com	
7/11/16	Talk Show Producer, New England News Collaborative	9	4 Referral 3 CPBN.org 1 Indeed.com 1 Facebook.com	Indeed.com	
7/11/16	Director, Partnership Productions	1	1 Employee Applicant	Employee Applicant	
7/25/16	Grants Administrator	2	2 CPBN.org	CPBN.org	
7/25/16	Talk Show Producer, Where We Live	8	2 CPB Jobline 3 CPBN.org 3 Referral	CPBN.org	

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Date Hired	Job Title	Total Interviewed	Recruitment Source of Interviewees (Attachment A)	Recruitment Source / Hired Employee (Attachment A)	Other Notes / Comments
8/8/16	Fellow/Education Programs Specialist *	3	3/Referrals	Referral	
8/22/16	Director, Community Partnerships	1	1 LinkedIn.com	LinkedIn.com	
8/22/16	Traffic Coordinator	4	2 CPBN.org 2 Indeed.com	Indeed.com	
9/6/16	Manager, Leadership Giving	4	2 CPBN.org 2 Referral	CPBN.org	
9/6/16	Multimedia Education Specialist	10	8 Indeed.com 1 CPBN.org 1 Referral	CPBN.org	
9/19/16	Account Manager, Community Partnerships	1	1 Referral	Referral	

* Employee was not recruited from a source listed on Attachment A as position is funded by an outside foundation.

Date Prepared - 11/19/2016, 6:00pm

Connecticut Public Broadcasting, Inc. (CPB)
 EFO Report File
 Attachment A
 December 1, 2015 - November 30, 2016

Recruitment Sources Used for Full-Time Job Openings

Source	Address	City	Phone	Website
Darlene Smith	Adult Vocational Services/ American School for the Deaf	West Hartford	860.570.2305	adviser.smith@ast-act.org
Denise Gennaro	African-American Affairs Commission	Hartford	860.240.4555	denise_dummond@acta.ct.gov
Suzanne Wall	Asterius Magnus College	New Haven	203.752.3063	swall@asterius.edu
Kate Kelly	Asnuntuck Community Technical College	Enfield	860.263.3018	kkelley@asnuntuck.edu
Linda Dornanz	Capital Community College	Hartford	860.950.6188	ldornanz@capitalcc.edu
Helen Beggs	Capital Workforce	New Britain	860.522.1111	hbeggs@capitalworkforce.org
Ken Propp	Central Connecticut State University	Hartford	860.240.8330	ken.propp@ccsu.edu
Glennia Cardone	Commission on Latino & Puerto Rican Affairs	Hartford	860.525.5080	www.cofra.org
Program Coordinator	Connecticut Community Nonprofit Alliance, Inc.	Hartford	860.633.6031	www.ctba.org
Mike Rice	Connecticut Broadcasters Association	Glastonbury	860.493.0080	mrice@ctba.org
Andrew Higgins	Connecticut Community Colleges	Hartford	860.677.7577	ahiggins@ctcc.edu
Marcia Wynn	Connecticut School of Broadcasting	Farmington	860.244.7628	mawynn@ctsb.com
Rosalind Schuster, M.S.	Connecticut State University System	Hartford	860.426.4559	rschuster@connecticut.edu
Kathleen Linwin	Cooperation for Public Broadcasting	Washington	202.478.9600	www.cpb.org
Cliff Schuster	Eastern Seaboard - Capital Region & Eastern Connecticut	East Hartford	860.728.1051 ext. 210	schuster@cpb.org
Michael Buccilli	Eastern Connecticut State University	Willimantic	860.465.4559	www.ctstate.edu
Veronica Flores	Greater Hartford Arts Council	New Haven	203.285.2192	www.greatertownjobs.unhcr.com
Cora Wynn	Greater Hartford Arts Council	Hartford	860.525.8628	www.greatertownjobs.unhcr.com
Sybilma Lopez	Hartford Neighborhood Centers	Hartford	860.525.3449	www.greatertownjobs.unhcr.com
Kimberly Wood	Hispanic Health Council	Hartford	860.251.6517	www.greatertownjobs.unhcr.com
Elken Cardenas	Houstonian Community College	Bridgewater	860.520.7769	www.greatertownjobs.unhcr.com
Carolyn Brooks-Bilton	Jewish Family Service	Hartford	860.251.6520	www.greatertownjobs.unhcr.com
Chris Flynn	Lift Every Voice & Sing Gospel Festival	West Hartford	860.236.1927	www.greatertownjobs.unhcr.com
Executive Director	Lincoln College of New England	Hartford	860.243.8734	www.lincolncollege.edu
Rich Leisce	Manchester Community College	Southington	860.628.4751 ext. 4096	rich.leisce@mancc.edu
Patricia Perry	Media Communications Association	Manchester	860.512.3372	www.mca.org
Christina Blanks	Mid Essex Community College	Middleton	860.343.5796	www.mec.edu
Joseph Cabino	Naugatuck Valley Community College	Waterbury	203.575.5223	www.nvcc.edu
Natalie Sufira	Newark Community College	Newark	203.851.7069	www.nvcc.edu
Gerheline Prince	Northwestern Connecticut College	Meriden	860.527.0950	www.nvcc.edu
Pamela White	Northwestern Connecticut College	Meriden	860.527.0950	www.nvcc.edu
Linda Roy	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Kimberly James	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Kiran Bohaya	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Darlene Reynolds	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Sue Landolina	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Valerie Wilson	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Yvonne Griffin	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Henry Bonap	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Chances	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu
Britney Capers-360	Public Works Commission on the Status of Women	Hartford	860.527.0950	www.nvcc.edu

**Connecticut Public Broadcasting, Inc. (CPBI)
EEO Report File
December 1, 2015 - November 30, 2016**

Longer-Term Recruitment Initiatives

Connecticut Public Broadcasting, Inc. (CPBI) uses a number of methods to recruit widely in the station's community, and to enhance and continually improve outreach. In addition, the company provides meaningful opportunities for its workforce to achieve professional advancement. Most of the following steps have been implemented by CPBI since March 10, 2004, with several initiatives utilized, as noted below.

1) CPBI Recruitment

CPBI provides broad outreach regarding job vacancies at the station. We seek the help of local community organizations in referring qualified job candidates to the station and distributing information about job vacancies.

Starting in November 2004, CPBI posted a form on its Web site (www.cpbn.org), inviting community groups, organizations and universities to receive notification by mail, fax and/or e-mail of open positions at CPBI. Interested community organizations that wish to receive job vacancy information are instructed to print out the attached "Community Organizations Notification Request Form" and fax the completed form to (860) 275-7406, or mail the completed form to Human Resources at CPBI. Once CPBI is notified of the entity's interest, CPBI will send mailings and/or e-mail notifications to the organization alerting it to any new and open position(s). In addition, CPBI provides job vacancy information to the following organizations:

- * Adult Vocational Services/American School for the Deaf
- * African-American Affairs Commission
- * Albertus Magnus College
- * Asnuntuck Community College
- * Capital Community College
- * Capital Workforce
- * City of Hartford
- * Central Connecticut State University
- * Commission on Latino & Puerto Rican Affairs
- * Connecticut Association of Black Communicators
- * Connecticut Association of Nonprofits
- * Connecticut Broadcasters Association
- * Connecticut Community Colleges
- * Connecticut School of Broadcasting
- * Connecticut State University System
- * Corporation for Public Broadcasting
- * Current
- * Easter Seals Capital Region & Eastern Connecticut
- * Eastern Connecticut State University
- * Gateway Community College
- * Greater Hartford Arts Council
- * Hart Job Center
- * Hartford Neighborhood Centers
- * Hispanic Health Council
- * Housatonic Community College
- * Jewish Family Service
- * Lift Every Voice & Sing Gospel Festival
- * Lincoln College of New England
- * Manchester Community College
- * Media Communications Association
- * Melvin Flynn Productions
- * Middlesex Community College

**Connecticut Public Broadcasting, Inc. (CPBI)
EEO Report File**

December 1, 2015 - November 30, 2016

Longer-Term Recruitment Initiatives

- * Naugatuck Valley Community College
- * Norwalk Community College
- * NTA Boston/New England - Emmy Online Job Bank
- * Permanent Commission on the Status of Women
- * Post University
- * Public Broadcasting Service
- * Quinnipiac University
- * Rensselaer Polytechnic Institute
- * Southern Connecticut State University
- * Springfield Technical Community College
- * State of Connecticut/CTHires
- * Trinity College
- * Tunxis Community College
- * University of Bridgeport
- * University of Connecticut
- * University of Hartford
- * University of Saint Joseph
- * Urban League of Greater Hartford
- * Urban League of Southwestern Connecticut
- * Urban League of Springfield
- * Western Connecticut State University
- * YWCA Operations

In addition to those listed above which we contact directly, we routinely recruit from internet/on-line sources including Indeed.com, ZipRecruiter.com, LinkedIn.com, CareerBuilder.com and Facebook.com.

- 2) **Participation in Job Banks**
Connecticut Public Broadcasting, Inc. advertises job openings in the State of Connecticut CTHires; the Connecticut Association of Nonprofits Job Bank, the Connecticut Broadcasters Association; the Corporation for Public Broadcasting; and PBS Intranet.
- 3) **Scholarships**
In 2006, CPBI created a scholarship program for college students. The first scholarship was awarded in June 2007 to commemorate WNPR radio personality Faith Middleton's 25th anniversary hosting "The Faith Middleton Show." In 2008, the WNPR/Connecticut Public Radio 30th Anniversary Scholarship was awarded, honoring the station's milestone. And in 2010 and 2011, the CPBN Scholarship was awarded. In 2012, the CPTV 50th Anniversary Scholarship was offered. Eligible candidates included Connecticut residents who are studying broadcasting – or plan to study broadcasting – at a university, college, community college, or technical school. The scholarship program will continue to provide a deserving student with scholarship assistance to encourage the pursuit of a career in broadcasting. In 2015, we awarded one scholarship to a college student in pursuit of a career in television production.
- 4) **Employment Advertising**
CPBI often advertises available positions in at least one of the following media sources: the CPBI website, the Careerbuilder.com website, The Hartford Courant and the Current newspaper. Occasionally, certain high-level fundraising positions also are recruited through the Association of Fundraising Professionals and the Chronicle of Philanthropy.
- 5) **Equal Opportunity Employment**
All CPBI job advertisements specify that Connecticut Public Broadcasting, Inc. is an equal opportunity employer.

**Connecticut Public Broadcasting, Inc. (CPBI)
EEO Report File**

December 1, 2015 - November 30, 2016

Longer-Term Recruitment Initiatives

6) Internships, Work/Study and Volunteer Recruitment

Connecticut Public Broadcasting, Inc. has an active program to recruit interns, work/study students and student volunteers to introduce students to the broadcasting work environment. Students can obtain exposure to public broadcasting, including producing, engineering and technical work, as well as ancillary functions such as corporate communications. Interns generally work for CPBI for a summer or a semester, with CPBI working with the student and his/her university in defining internship components that may qualify for college credit. In addition, CPBI occasionally recruits from a variety of sources including www.volunteermatch.org and www.internships.com. Also, CPBI often provides tours of its radio and television production facilities to the public and organizations in the area. In addition, in 2010 CPBI established a Future Producers Academy; 18 elementary school students participated in TV production workshops for five weeks, culminating in two newscasts created by the student producers. In 2010, 2011, 2012, and 2013 CPBI partnered with Sand Elementary School in Hartford to create Media Is Magic, a SAND Media Enrichment program, where seventh grade students were taught technical media skills. In 2014 and 2015, a media project was conducted with West Middle School in Hartford, students from the Journalism and Media Academy of the Hartford Public Schools participated in Blue Mic radio, multi-media reporting, the Film Institute and the Gaming Institute (after-school internship programs at CPBI), and CPBI hosted a "Journalist Boot Camp for adults.

The following educational institutions participate in Connecticut Public Broadcasting, Inc.'s program:

- * Assumption College
- * Emerson College
- * Fairfield University
- * Institute for Advanced Media
- * Trinity College
- * University of Connecticut
- * University of Hartford
- * University of New Haven

From December 1, 2015 through November 30, 2016 a total of 8 students participated in internships at Connecticut Public Broadcasting, Inc. In addition, 50 individuals volunteered their services during the year.

7) Speaking Engagements

Connecticut Public Broadcasting, Inc. is often asked to speak to school groups and other groups about public broadcasting and careers in broadcasting. Chion Wolf, Technical Producer, John Dankosky, Executive Editor, New England News Collaborative; Faith Middleton, WNPR Host; Colin McEnroe, WNPR Host; Diane Orson, WNPR, Host; Donna Sodipo, Senior Vice President of Education, and Jerry Franklin, President & CEO, acted as moderators and participated in speaking engagements at area schools as well as organizations during the reporting period.

8) Employee Tuition Reimbursement and Training Programs

Tuition Reimbursement - CPBI offers regular full-time employees the opportunity to take one tuition-free class per semester at accredited institutions within the Hartford Consortium for Higher Education (Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College, Hartford Seminary, Rensselaer at Hartford, St. Thomas Seminary, Trinity College, University of Connecticut/Hartford, University of Hartford and University of Saint Joseph). Since December 2015, 4 employees participated in the tuition reimbursement benefit program under the Hartford Consortium for Higher Education program.

Training - CPBI sponsors training programs for its employees on a variety of workplace issues, including sexual harassment prevention training and stress and wellness management. In addition, during the past year, employees have had the opportunity to take part in training programs in the areas of computer software, graphic design, human resource management, media management, new media, TV and radio production, engineering, on-line applications, payroll and not-for-profit accounting.

9) Participation in Career/Job Fairs

In 2015, CPBI participated in Career/Job Fairs at the University of Connecticut, Quinnipiac University, University of New Haven, Central Connecticut College and Eastern Connecticut University. During the Career Fairs, participants were able to submit resumes and learn more about CPBI's initiatives and programs. Several representatives from CPBI met with students and attendees and collected resumes from interested candidates for upcoming internship and job opportunities.

Attachment B

EEO Report
December 1, 2016 – November 30, 2017

2017 ANNUAL EEO PUBLIC FILE REPORT
Connecticut Public Broadcasting, Inc.

Stations: WEDH, Hartford, Connecticut (TV)
WEDN, Norwich, Connecticut (TV)
WEDY, New Haven, Connecticut (TV)
WEDW, Bridgeport, Connecticut (TV)
WPKT, Norwich, Connecticut (FM)
WNPR, Meriden, Connecticut (FM)
WEDW-FM, Stamford, Connecticut (FM)
WRLI-FM, Southampton, NY (FM)

Reporting Period: December 1, 2016 – November 30, 2017

No. of Full-time Employees: More than 10

During the reporting period, a total of **4 full-time positions** were filled. The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

Established an internship program designed to assist members of the community to acquire skills needed for broadcast employment.

The station has a robust internship program designed to train students and members of the community to acquire skills needed for broadcast employment. Sixteen (16) students participated in internships during the reporting period in the following areas: Media Lab, WNPR news reporting, WNPR talk shows, education, and television production. These internships were offered during the spring, summer, and fall semesters for approximately 8-10 week periods.

Listed each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

The station advertises job openings in job banks or internet programs as follows: Connecticut Broadcasters Association, the Corporation for Public Broadcasting, and the PBS intranet.

Participated in scholarship programs designed to assist students interested in pursuing a career in broadcasting.

(1) On June 1, 2017, the station established its annual Women's Leadership scholarship which was awarded to one (1) student in the community pursuing a degree in communications at a local university.

(2) The station provides a year-long educational fellowship to one (1) graduating college student. The fellowship, funded by a grant from the Newman's Own Foundation, is designed to train the student for career in broadcasting and/or communications.

Sponsored at least 2 events in the community designed to inform and educate the public as to employment opportunities in broadcasting.

The station operates a State of Connecticut-accredited occupational school called the *Institute for Advanced Media (IAM)* where veterans returning from Iraq and Afghanistan are trained in television video production, editing, and project management. Approximately 50 students were enrolled in the IAM during the reporting period.

Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

The station sponsors training programs for its employees on a variety of topics including computer graphics and animation, media management, new media, TV and radio production, etc. and participates in a consortium with twelve (12) local colleges and universities under a tuition reimbursement program. In 2017, three (3) employees took undergraduate and graduate-level courses at local colleges under the tuition reimbursement program. In addition, two (2) senior executives of the station participated in a year-long "Neighborhood Builders" executive development program sponsored by Bank of America.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
8/7/17	Fellow/Educational Programs	Corporate Sponsor Referral
10/3/17	Senior Vice President, Strategy and Development	Employee Referral
10/4/17	Director of Marketing and Research	Employee Referral
11/13/17	WNPR Producer, <i>Where We Live</i>	Employee Applicant

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 27

RECRUITMENT SOURCES REFERRING INTERVIEWEES DURING REPORTING PERIOD	NUMBER OF PERSONS INTERVIEWED THAT THE SOURCE REFERRED
Employee Referral	6
Corporate Sponsor Referral	8
LinkedIn	1
CPBN.org	4
Indeed.com	7
Employee Applicant	1

Recruiting Sources Used
(for all Full-Time Job Openings)

Contact Person At Source

Contact Person	Referral Source	*	Address of Source	City	State	Telephone Number	E-Mail of Source
Dorlene	Adult Vocational Services/American School for the Deaf	N	139 N Main Street	West Hartford,	CT	860.570.2305	advice@amhschool.org
Suzanne	African-American Affairs Commission	N	210 Capitol Avenue, Room 509	Hartford,	CT	860.240.8555	afaa@amhschool.org
Kate	Albertus Magnus College	N	700 Prospect Street	New Haven,	CT	06511	amagnus@amhschool.org
Linda	Amanahk Community Technical College	N	170 Elm Street	Enfield,	CT	860.253.3019 or 860.253.3059	amanahk@amhschool.org
Helen	Capital Community College	N	Career Development & Placement Center	Hartford,	CT	860.906.5108	capcom@amhschool.org
Xen	Capital Workforce	N	3580 Main Street, 1st Floor	Hartford,	CT	860.522.1111	capwork@amhschool.org
Allien	Central Connecticut State University	N	Career Services	New Britain,	CT	860.832.3200	ccsu@amhschool.org
Clara	City of Hartford/Procurement Services Unit	N	530 Main Street	Hartford,	CT	860.757.9785	cityofhrtf@amhschool.org
Program Coordinator	Commission on Latino & Puerto Rican Affairs	N	18-20 Trinity Street	Hartford,	CT	860.340.8330 or 860.240.0315	latino@amhschool.org
Michael	Connecticut Association of Black Communicators	N	285 Broad Street	Hartford,	CT	06106	cabcom@amhschool.org
Andrew	Connecticut Nonprofit Alliance, Inc	N	75 Charter Oak Ave	Hartford,	CT	860.525.5080 or 860.325.5088	cnpa@amhschool.org
Marcia	Connecticut Broadcasters Association	N	90 South Park Street	Glastonbury,	CT	860.633.5031	ctba.org
Kathleen	Connecticut School of Broadcasting	N	130 Birdseye Road	Farmington,	CT	860.677.7577 or 203.378.5155	csbs@amhschool.org
Rosiland	Connecticut State University System	N	61 Woodland Street	Hartford,	CT	202.879.9600	csu@amhschool.org
Michael	Corporation for Public Broadcasting	N	401 Ninth Street, NW	Washington	DC	860.244.7629	cpb.org
Cliff	Current	N	6930 Carroll Avenue, Suite 350	Tacoma Park	MD	877.745.8776, ext. 1 or 301.270.7241	current.org
Michael	Easter Seals - Capital Region & Eastern Connecticut	N	22 Prestige Park Circle	East Hartford	CT	860.728.1061, ext. 210 or 860.728.1065	eastern@easterseals.org
Leticia	Eastern Connecticut State University	N	Center for Internships and Career Development	Williamette,	CT	860.465.4559	eastern@easterseals.org
Cora	Gateway Community College	N	Counseling and Student Services	New Haven,	CT	203.285.2192 or 203.285.2211	gateway@easterseals.org
Kimberly	Greater Hartford Arts Council	N	P.O. Box 231436	Hartford,	CT	860.525.8629 or 860.278.5461	garts@easterseals.org
Ellen	Hart Job Center	N	385 Washington Street	Hartford,	CT	860.525.3449 or 860.520.7759	hartjob@easterseals.org
Carolyn	Hartford Neighborhood Centers	N	38 Lawrence Street	Hartford,	CT	860.251.6517 or 860.251.6520	hnhc@easterseals.org
Chris	Hipspanic Health Council	N	175 Main Street	Hartford,	CT	860.527.0856	hipspanic@easterseals.org
Carl	Houstonian Community College	N	90 Lafayette Blvd., Office LH-A108	Bridgeport,	CT	203.332.3398	houstonian@easterseals.org
Director	Jewish Family Service	N	333 Bloomfield Avenue	West Hartford,	CT	860.236.1927	jfs@easterseals.org
Executive	Lift Every Voice & Sing Gospel Festival	N	289 Granby Street	Hartford,	CT	860.243.8734 or 860.243.8643	lift@easterseals.org
Rick	Lincoln College of New England	N	Career Services	Southington	CT	860.628.4751, ext. 40966 or 860.628.6444	lincolncollege.edu
Allison	Manchester Community College	N	Great Path MS #8	Manchester,	CT	860.512.1372 or 860.512.1371	manchester@easterseals.org
Patrick	Media Communications Association	N	P.O. Box 3135	Madison,	WI	53705	media@easterseals.org
Michelle	Middlesex Community College	N	100 Training Hill Road	Middletown,	CT	860.343.5796 or 860.343.6735	middlesex@easterseals.org
Patricia	Naugatuck Valley Community College	N	750 Chase Parkway	Waterbury,	CT	203.575.8223 or 203.575.8003	naugatuck@easterseals.org
Patricia	Norwalk Community College	N	188 Richard Avenue	Norwalk,	CT	203.857.7032 or 203.857.7069	norwalk@easterseals.org

Recruiting Sources Used
(for all Full-Time Job Openings)

Contact Person At Source	Referral Source	*	Address of Source	Telephone Number and E-Mail of Source
Jill Jones	NTA Barton/New England	N	P O Box 1332	617 787 0576 or 401 848 9278 newenglandtemp@ic.com newenglandtemp@gmail.com
Teresa Younger	Permanent Commission on the Status of Women	N		860 240 8300 or 860 240 8314 peasy@ega.ct.gov
Christina Billings	Post University	N		203 591 7467 or 203 596 4618 vounager@ega.ct.gov
Caitlin Green	Public Broadbanding Service	N		222 202 ebilling@post.edu
Joseph Calistro	Quinnipiac University	N	275 Mt Carmel Avenue	203 739 2088 or 703 739 8689 engmen@jbs.org, connect@jbs.org hmc@quinnipiac.edu
Nabile Suleira	Renessler Polytechnic Institute	N	275 Wimbrow Street	203 582 8725 or 203 582 8796 joseph.castro@quinnipiac.edu
Pamela White	Southern Connecticut State University	N		860 548 2412 suerna@psu.edu, www.ps.edu/dept/hr
Linda Roy	Springfield Technical Community College	N	P O Box 9000	203 392 6516 mazzad@aultknet.edu
Kimberly James	State of Connecticut/CTHires	N		413 755 4464 860 263 0000
Kiran Samaya	Trinity College	N		860 297 2082 or 860 297 5378 860 253 3500
Darlene Sue	Tunxis Community College	N	'126 Park Avenue, 6th Floor	203 576 4466 or 203 576 4381
Valerie Yonasz	University of Bridgeport	N		860 269 3051 860 486 3013 or 860 486 5287
Mark Gifford	University of Connecticut	N	200 Bloomfield Avenue	860 768 4287 or 860 768 5141 860 231 5851 or 860 231 6722 860 572 0447, ext. 153 or 860 293 2621
Henry Thomas	University of Saint Joseph	N		203 327 3810 mgifford@usj.edu
Lisa Carozza	Urban League of Greater Hartford	N		413 739 7211 or 413 732 9364
Brenda Oquendo	Urban League of Southeastern Connecticut	N		203 837 8264 or 203 837 8540
	Urban League of Springfield	N	181 White Street	
	Western Connecticut State University	N	135 Broad Street	860 325 1163, ext. 217
	YWCA Operations	N		

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Attachment C

Full-time Position Recruitment Policy/Practice

**Connecticut Public Broadcasting, Inc.
Full-time Position Recruitment Policy/Practice
General Instructions**

Once Job/Position Description is finalized (approved by hiring Manager and Director of Human Resources), the following broad recruitment is required and followed:

	Description of Task	Who Does It?
1	Position Description is emailed internally to All Staff	Human Resources ██████████
2	Position Description is posted on CPBN's website under "Jobs/Internships" tab	Web Department ██████████
3	Position Description is posted on all internal bulletin boards	Human Resources ██████████
4	Position Description is posted on CPBN's <i>Linked In</i> page	Marketing ██████████
5	Position Description is emailed to select community organizations (see attached distribution list)	Human Resources ██████████
6	Position Description is mailed by USPS to select community organizations (see attached list)	Human Resources ██████████
7	Position Description is posted on the following Employment websites: <ul style="list-style-type: none"> - CT Hires - Connecticut Non Profit Alliance - Connecticut Broadcasters Association - CPB Jobline - Current.org - MyPBS - Media Bistro, if applicable - Mandy, if applicable 	Human Resources ██████████

Employment Websites Posting Information

CT Hires

<https://www.cthires.com>

Username: [REDACTED]

Password: [REDACTED]

Passwords for CPTV Sports: [REDACTED]

Connecticut Non Profit Alliance (formerly Connecticut Association of Non Profits)

http://careers.ctnonprofits.org/r/login/logout.cfm?site_id=6871&stop=1

Email: humanresources@cptv.org

Password: [REDACTED]

Connecticut Broadcaster's Association

<http://www.ctba.org/members/index.php>

Username: [REDACTED]

Password: [REDACTED]

CPB Jobline (Corporation for Public Broadcasting)

<http://www.cpb.org/jobline>

Username: [REDACTED]

Password: [REDACTED]

Current.org

www.current.org

Email: [REDACTED]

Password: [REDACTED]

MyPBS (Job Board is under "Station Management" tab)

www.mypbs.org

Username: [REDACTED]

Password: [REDACTED]

Attachment D

Required Audit Documentation
December 1, 2015 – November 30, 2016

AVID Editor
Hire Date: 12/14/2015



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue Hartford, CT 06105-2411 860.278.5310
70 Audubon Street New Haven, CT 06510-1218 203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

October 2015



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

JOB TITLE: AVID Editor (Full-time)

DEPARTMENT: Music

REPORTS TO: Production Manager, Television Operations

JOB SUMMARY: The ideal candidate will capture and edit two national music series, Infinity Hall Live and The Kate. The Editor will participate and contribute throughout all stages of the production process. Working with CPTV music staff and other team members, the Editor will help conceptualize ideas and then assemble media into content that supports production objectives.

RESPONSIBILITIES:

- Assist Production team in the completion of projects
- Finesse audio and video transitions
- Off-line, conform, audio and color correct
- Perform other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in communications or broadcast journalism or equivalent experience
- 3+ years music production; competent music performance knowledge
- Digital video production experience
- Proficient in Color grading and Correction
- Member of IBEW in good standing or eligible to join membership
- Strong editorial experience and judgment required
- Must fully understand the importance of building and maintaining a brand
- Expert knowledge of non-linear editing video/audio; AVID based multi-cam skills a must
- Ability to work independently or as a member of a creative team
- Self-motivated; creative thinker and ability to multi-task
- Ability to deliver under extreme deadline situations and on budget

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

10/28/15

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzolo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montonez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebanthy, Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: AVID Editor					
Date Posted: October 28, 2015					
Date Hired: December 14, 2015					
			<u>Resumes</u>	<u>Candidates</u>	<u>Hired</u>
			<u>Received</u>	<u>Interviewed</u>	<u>Employee</u>
Recruitment Efforts:					
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	X	34	6	
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X	1		
18	Current				
19	Easter Seals Gtr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			
21	Gateway Community College	X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: AVID Editor						
Date Posted: October 28, 2015						
Date Hired: December 14, 2015						
	<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
22	Greater Hartford Arts Council	X				
23	Hartford Courant					
24	Hartford Neighborhood Centers	X				
25	Hispanic Health Council	X				
26	Jewish Family Service	X				
27	Lift Every Voice & Sing Gospel Festival	X				
28	Manchester Community Technical College	X				
29	Media Communications Association	X				
30	Middlesex Community Technical College	X				
31	Naugatuck Valley Community College	X				
32	Norwalk Community Technical College	X				
33	NTA Boston/New England Emmy Online Job Bank	X				
34	Permanent Commission on the Status of Women	X				
35	Porter & Chester Institute	X				
36	Post University	X				
37	Public Broadcasting Service	X				
38	Quinnipiac University	X				
39	Southern Connecticut State University	X				
40	Springfield Technical Community College	X				
41	St. Joseph College	X				
42	State of Connecticut Job Bank/CT Job Central	X				

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: AVID Editor						
Date Posted: October 28, 2015						
Date Hired: December 14, 2015						
				<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
Recruitment Efforts:						
43	Trinity College	X				
44	University of Bridgeport	X				
45	University of Connecticut	X				
46	Urban League of Greater Hartford	X				
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X		3	1	1
53	Employee Applicant	X		1		
54	Unknown Source	X		1		
55	Indeed.com			107	11	
56	Linked In					
Totals				147	18	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, October 28, 2015 4:55 PM
To: All
Subject: Job posting - AVID Editor
Attachments: Avid Editor.pdf

Good afternoon,
FYI - CPBN is posting for an AVID Editor. The position will report to the Production Manager, Television Operations. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org



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[Products/Pricing \(/employer/pricing/\)](/employer/pricing/)
[Search Resumes \(/resumes/bank/search.cfm?site_id=14538\)](/resumes/bank/search.cfm?site_id=14538)
[Home \(/home/\)](/home/)

- [My Account \(/employer/my-account/\)](/employer/my-account/)
- [My Jobs \(/employer/my-jobs/\)](/employer/my-jobs/)
- [Resume Bank \(/resumes/bank/search.cfm?site_id=14538\)](/resumes/bank/search.cfm?site_id=14538)
- [My Candidates \(/employer/candidates/\)](/employer/candidates/)
- [My Company \(/employer/company/\)](/employer/company/)
- [My Templates \(/employer/templates/\)](/employer/templates/)
- [Help \(/employer/help/\)](/employer/help/)

Welcome Carol Sisco - [log out \(/login/logout.cfm?site_id=14538\)](/login/logout.cfm?site_id=14538)

Job Posting: AVID Editor

Job Posting Settings / Overview	
Job Overview / Settings Created: 12/17/2014 Applicants: 0 View Applicants (/jobs/applicants.cfm?site_id=14538&id=21591320) Allow Online Application: <input checked="" type="radio"/> Yes <input type="radio"/> No Resume Recipients: Resources, Human humanresources@cptv.org [add recipient]	Candidate Screening Pre-screen Filter: None <div style="text-align: right;">Add a Filter</div>

Posted On			
This job is currently posted to the following sites.			
Job Board	Starts	Expires	Status
Current.org	Dec 17-14	Jan 31-15	active [Stop]

[Edit Job Posting](#) | [Print This Job](#) | [Delete Job Posting](#)

Job Posting

Job ID: 21591320	Entry Level: No
Position Title: AVID Editor	Job Type: Temporary
Company Name: CPTV	Min Education: BA/BS/Undergraduate
Industry: Public Television	Min Experience: 3-5 Years
Job Function: Production/ Programming	Location(s): Hartford, Connecticut, 06105, United States

CONTACT INFORMATION

Contact Person: Carol Sisco	Fax: --
Email Address: humanresources@cptv.org	Mailing Address: 1049 Asylum Ave, Hartford, CT 06105
Phone: --	

Job Description

Connecticut Public Broadcasting is looking for editors with extensive experience in broadcast television using AVID editing systems. Candidates also must have experience with multi-cam editing and long format documentary editing, along with a willingness to work in Hartford. This will be a temporary freelance position. Please submit a resume and link to your reel for consideration to humanresources@cptv.org. Absolutely no phone calls, please. Deadline February 20, 2015. Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

**Senior Vice President,
Branding and Marketing**

Hire Date: 1/11/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9877



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

October 2015

JOB TITLE: Senior Vice President, Branding and Marketing

REPORTS TO: Chief Operating Office

JOB SUMMARY: The Senior Vice President (SVP) of Branding and Marketing is accountable for the successful development and execution of the Connecticut Public Broadcasting Network's (CPBN's) brand, vision, and culture through strategy. Reporting to the COO and working closely with the CEO and CFO, this position will guide marketing, and communications efforts.

The successful candidate for this position will help guide the organization through a newly developed strategic vision that leverages and repositions CPBN's brand and legacy as Connecticut's trusted public media source.

The successful candidate for this position will approach his/her work with the following priorities:

- **Focus:** Aligns the entire company under one culture and one brand and drives the organization towards achieving its strategic vision, mission, and goals
- **Motivation:** Builds outstanding team member trust, motivation, and loyalty
- **Cohesion:** Builds brand and engagement consistency and encourages coordination and control within the company; guides an environment in which each team member demonstrates an ability to "lead up"
- **Spirit:** Shapes team member behavior at work, enabling the organization to be more efficient, responsive, and alive

The key to this role is an acute understanding of CPBN's strategic vision and core values, the organization's position in the media marketplace, and key growth initiatives. Candidates must demonstrate the ability to establish internal relationships to drive growth, support cross-group collaboration, and execute superior organization-wide communications.

RESPONSIBILITIES:

- Demonstrates strong leadership and organizational influence across the organization to develop, present, and market key initiatives
- Ability to think creatively and develop innovative branding strategies, combining best practices, research, business application, and creativity to deliver best-in-class communications solutions for the business
- Possesses a strategic ability to communicate effectively with stakeholders
- Experience with finding solutions around brand and engagement
- Demonstrates interpersonal savvy and ability to build rapport with staff and key constituents
- Supports a culture of accountability, trust, and high performance
- Acts as an integral member of the CPBN senior leadership team

BRAND STRATEGY

- Develops, aligns, and executes branding programs and initiatives to support business growth plans

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montonez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth, Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Leads and manages in-house creative and communications team that is focused on articulating the strategic vision, creating alignment with creative and sales, and launching and stewarding the new brand identity
- Develops organic, multi-year marketing plans that are in alignment with strategic vision, sales, and development growth goals
- Creates, implements, and analyzes marketing strategies to drive awareness for audience growth, fundraising, and new business development
- Develops and leads internal brand/cultural communications initiatives (e.g., strategic vision rollout meetings, training sessions, feedback workshops, briefings, quarterlies, off-sites, etc.)
- Establishes deep and meaningful relationships with team members at all levels and seeks out opportunities to reinforce CPBN's brand and culture throughout the organization
- Leads and contributes to the development of brand guidelines; acts as brand steward to ensure every engagement with the CPBN brand is on point
- Guides and supports CPBN senior leadership and creative talent in developing and promoting their own personal brands to support leadership development and brand identity
- Partners with key cross-functional teams including operations, new product development, education, and content

QUALIFICATIONS:

- Ten or more years of results-oriented marketing and branding experience that generates key business results
- Bachelor's degree in marketing and/or communications with an emphasis on branding and new business development
- Demonstrated success in rapidly creating and launching effective marketing and fundraising/new business campaigns
- Ability to identify and pursue opportunities to increase audience awareness and engagement
- Strong presentation and communication skills to influence audiences at various levels within an organization, including top executives
- Expertise and passion for effective copywriting and creative storytelling
- Proven experience in refining an organization's content and social media efforts and streamline their team's strategy
- Ability to manage the interests and demands of multiple stakeholders
- Expert knowledge of social media platforms and implications for successful marketing strategies
- Demonstrated ability to excel in fast-paced environment, establishing priorities and meeting tight deadlines with accuracy
- Experience in leading a team in branding, marketing, public relations and communications efforts
- Outstanding interpersonal skills and the ability to successfully motivate others
- Ability to inspire and lead by personal example

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: SVP, Branding and Marketing					
Date Posted: October 14, 2015					
Date Hired: January 11, 2016					
			Resumes Received	Candidates Interviewed	Hired Employee
Recruitment Efforts:					
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	X	24	1	
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X	1		
18	Current				
19	Easter Seals Gr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: SVP, Branding and Marketing						
Date Posted: October 14, 2015						
Date Hired: January 11, 2016						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
<u>Recruitment Efforts:</u>						
41	St. Joseph College	X				
42	State of Connecticut Job Bank/CT Job Central	X				
43	Trinity College	X				
44	University of Bridgeport	X				
45	University of Connecticut	X				
46	Urban League of Greater Hartford	X				
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X	6	3		
53	Employee Applicant	X				
54	Unknown Source	X				
55	Zip Recruiter	X	2	1		
56	Indeed.com	X	64	3		
57	Linked In		1	1	1	
Totals			98	9	1	

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, October 14, 2015 10:54 AM
To: All
Subject: Job posting - Senior Vice President, Branding and Marketing
Attachments: Senior Vice President, Branding and Marketing.pdf

Good morning,
FYI - CPBN is posting for a Senior Vice President, Branding and Marketing. The position will report to the COO. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Connecticut Public Broadcasting Network
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org
860-275-7528

Best regards,

Jennifer A. Moore
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

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CPTV SPORTS

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OUR GIVING NETWORK

JOBS AND INTERNSHIPS ▾

CONTACT US

Senior Vice President, Branding and Marketing

OCTOBER 14, 2015

JOB TITLE: Senior Vice President, Branding and Marketing

REPORTS TO: Chief Operating Office

JOB SUMMARY: The Senior Vice President (SVP) of Branding and Marketing is accountable for the successful development and execution of the Connecticut Public Broadcasting Network's (CPBN's) brand, vision, and culture through strategy. Reporting to the COO and working closely with the CEO and CFO, this position will guide marketing, and communications efforts.

The successful candidate for this position will help guide the organization through a newly developed strategic vision that leverages and repositions CPBN's brand and legacy as Connecticut's trusted public media source.

The successful candidate for this position will approach his/her work with the following priorities:

- **Focus:** Aligns the entire company under one culture and one brand and drives the organization towards achieving its strategic vision, mission, and goals
- **Motivation:** Builds outstanding team member trust, motivation, and loyalty
- **Cohesion:** Builds brand and engagement consistency and encourages coordination and control within the company; guides an environment in which each team member demonstrates an ability to "lead up"
- **Spirit:** Shapes team member behavior at work, enabling the organization to be more efficient, responsive, and alive

The key to this role is an acute understanding of CPBN's strategic vision and core values, the

organization's position in the media marketplace, and key growth initiatives. Candidates must demonstrate the ability to establish internal relationships to drive growth, support cross-group collaboration, and execute superior organization-wide communications.

RESPONSIBILITIES:

- Demonstrates strong leadership and organizational influence across the organization to develop, present, and market key initiatives
- Ability to think creatively and develop innovative branding strategies, combining best practices, research, business application, and creativity to deliver best-in-class communications solutions for the business
- Possesses a strategic ability to communicate effectively with stakeholders
- Experience with finding solutions around brand and engagement
- Demonstrates interpersonal savvy and ability to build rapport with staff and key constituents
- Supports a culture of accountability, trust, and high performance
- Acts as an integral member of the CPBN senior leadership team

BRAND STRATEGY

- Develops, aligns, and executes branding programs and initiatives to support business growth plans
- Leads and manages in-house creative and communications team that is focused on articulating the strategic vision, creating alignment with creative and sales, and launching and stewarding the new brand identity
- Develops organic, multi-year marketing plans that are in alignment with strategic vision, sales, and development growth goals
- Creates, implements, and analyzes marketing strategies to drive awareness for audience growth, fundraising, and new business development
- Develops and leads internal brand/cultural communications initiatives (e.g., strategic vision rollout meetings, training sessions, feedback workshops, briefings, quarterlies, off-sites, etc.)
- Establishes deep and meaningful relationships with team members at all levels and seeks out opportunities to reinforce CPBN's brand and culture throughout the organization
- Leads and contributes to the development of brand guidelines; acts as brand steward to ensure every engagement with the CPBN brand is on point
- Guides and supports CPBN senior leadership and creative talent in developing and promoting their own personal brands to support leadership development and brand identity
- Partners with key cross-functional teams including operations, new product development, education, and content

QUALIFICATIONS:

- Ten or more years of results-oriented marketing and branding experience that generates key

business results

- Bachelor's degree in marketing and/or communications with an emphasis on branding and new business development
- Demonstrated success in rapidly creating and launching effective marketing and fundraising/new business campaigns
- Ability to identify and pursue opportunities to increase audience awareness and engagement
- Strong presentation and communication skills to influence audiences at various levels within an organization, including top executives
- Expertise and passion for effective copywriting and creative storytelling
- Proven experience in refining an organization's content and social media efforts and streamline their team's strategy
- Ability to manage the interests and demands of multiple stakeholders
- Expert knowledge of social media platforms and implications for successful marketing strategies
- Demonstrated ability to excel in fast-paced environment, establishing priorities and meeting tight deadlines with accuracy
- Experience in leading a team in branding, marketing, public relations and communications efforts
- Outstanding interpersonal skills and the ability to successfully motivate others
- Ability to inspire and lead by personal example

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.



STAY CONNECTED



Account Manager

Hire Date: 1/25/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

September 2015



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

Connecticut Public Broadcasting Network (CPBN), the state's public broadcasting service, is seeking an Account Manager in its Sales and Corporate Sponsorships Department. Reporting directly to the Vice-President of Sales and Corporate Support, the ideal candidate will work to sell a portfolio of media properties, which include CPTV, WNPR, cpbn.org cptv.org, and wnpr.org, as well as events and community outreach initiatives.

JOB TITLE: Account Manager

REPORTS TO: Vice President, Sales & Corporate Sponsorships

JOB SUMMARY: Develop new business opportunities through new and existing clients by creating proactive and creative solutions to clients' needs, utilizing CPBN's multi-media platforms and services. Manage clients' accounts through regular communication, project management, brand strategy development, traffic coordination and post-sale delivery.

RESPONSIBILITIES:

- Strategize marketing and business development opportunities; develop and implement responses to significant business and cross-selling opportunities; and oversee the management and tracking of campaign fulfillment
- Develop client profiles
- Develop new and effective marketing strategies for clients
- Develop new revenue opportunities for all media platforms—TV, radio, web, print—as well as event outreach and community events
- Maintain regular communication with clients
- Responsible for individual sales and corporate sponsorship revenue goals

SKILLS AND QUALIFICATIONS:

- Minimum of 5 years of sales and/or marketing experience with a proven track record and the ability to "think outside the box"
- Sales and account management experience
- Bachelor's degree

DESIRED CHARACTERISTICS:

- Strong knowledge of media business
- Understanding and utilization of general marketing and advertising concepts, particularly in the broadcast and cable industry
- Ability to set goals, meet deadlines and successfully manage multiple assignments concurrently
- Strong organizational and analytical skills
- Attraction to continuous change and a demonstrated ability to thrive in such an environment
- Self-motivation and resourcefulness
- Proficiency in MS-Word, Excel, Outlook and PowerPoint
- Demonstrated success working on developing business initiatives or emerging projects
- Experience in driving business and revenue initiatives
- Effective communication and presentation skills
- National underwriting experience a plus

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

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BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzola, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLoughlin, Thea Montonez, William Nickerson, George Norfleet, Jerry Plush, Foye Preston, Brian Renstrom, Rick Richter, Roger Williams, Joy Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

09/28/15

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Account Manager					
Date Posted: September 28, 2015					
Date Hired: January 25, 2016					
<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
21	Gateway Community College	X			
22	Greater Hartford Arts Council	X			
23	Hart Job Center	X			
24	Hartford Courant				
25	Hartford Neighborhood Centers	X			
26	Hispanic Health Council	X			
27	Jewish Family Service	X			
28	Lift Every Voice & Sing Gospel Festival	X			
29	Manchester Community Technical College	X			
30	Media Communications Association	X			
31	Middlesex Community Technical College	X			
32	Naugatuck Valley Community College	X			
33	Norwalk Community Technical College	X			
34	NTA Boston/New England Emmy Online Job Bank	X			
35	Permanent Commission on the Status of Women	X			
36	Porter & Chester Institute	X			
37	Post University	X			
38	Public Broadcasting Service	X			
39	Quinnipiac University	X			
40	Rensselaer Polytechnic Institute	X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Account Manager						
Date Posted: September 28, 2015						
Date Hired: January 25, 2016						
<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
41	Southern Connecticut State University	X				
42	Springfield Technical Community College	X				
43	St. Joseph College	X				
44	State of Connecticut Job Bank/CT Job Central	X				
45	Trinity College	X				
46	University of Bridgeport	X				
47	University of Connecticut	X				
48	University of Hartford	X				
49	Urban League of Greater Hartford	X				
50	Urban League of Southwestern Connecticut	X				
51	Urban League of Springfield	X				
52	Western Connecticut State University	X				
53	YWCA Operations	X				
54	Careerbuilder.com					
55	Temp Agency					
56	Referrals/Employee and Colleague	1				
57	Employee Applicant					
58	Unknown Source	1				
59	Indeed.com	52				
60	Linked In					

Connecticut Public Broadcasting, Inc.			
Human Resource Dept. - Hiring Form			
Position: Account Manager			
Date Posted: September 28, 2015			
Date Hired: January 25, 2016			
Resumes Received			
Candidates Interviewed			
Hired Employee			
Recruitment Efforts:			
61	Glassdoor	1	
Totals		59	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Monday, September 28, 2015 12:59 PM
To: All
Subject: Job posting - Account Manager
Attachments: Account Manager.pdf

Good afternoon,
FYI - CPBN is posting for an Account Manager (Full-time). The position will report to the Vice President, Sales & Corporate Sponsorships. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Connecticut Public Broadcasting Network
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org
860-275-7528

Analyst, Leadership Giving

Hire Date: 2/22/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

January 2016



ON TELEVISION

CPTV

Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U

**CPTV SPORTS
CPTV SPROUT**

ON RADIO

WNPR
90.5 FM Hartford/New Haven
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88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

JOB TITLE: Analyst, Leadership Giving

JOB CLASSIFICATION: Part-time Hourly, Non-exempt

DEPARTMENT: Leadership Giving

REPORTS TO: Manager, Leadership Giving

JOB SUMMARY: The Analyst, Leadership Giving supports the coordination and management of donor relations ensuring that donors experience high-quality interactions with the organization that foster long-term engagement and investment.

CORE RESPONSIBILITIES:

DATABASE MANAGEMENT

- Develop, maintain and update (as necessary) Leadership Giving process and database codes with Audience Care for recording interactions in database
- Maintain Leadership Giving's donor database, including recording and updating constituent and foundation profiles; tracking and coding donations and donor history
- Establish regular weekly, monthly and quarterly queries from Audience Care and other custom queries as needed
- Analyze financial data and maintain accuracy of all donors' records within database
- Conduct preliminary research on new sources of funding including prospective, foundations and individual donors
- Maintain department foundation donor files

DONOR MANAGEMENT

- Gift acceptance and management:
 - Confirm receipt and tax deductibility
 - Determine level of expressing gratitude
 - Manage all levels of thanking
- Provide the appropriate gift acknowledgement
- Provide monthly reports to Director with up-to-date queries for cultivation
- Develop and maintain caseload database for fundraisers and individual proposals.
- Provide analysis and recommendations for fundraisers
- Maintain Giving Societies and honor rolls; provide research and updating on a regular basis

IMPACT REPORTING –FINANCIAL REPORTING AND ANALYSIS

- Help to create action plans for the department
- Assist with the coordination and management of Board of Trustees' engagement and contributions
- Develop detailed and comprehensive spreadsheets for reporting results – analyze results on a monthly basis

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bazsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzala, Arnold Chose, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thera Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebartny, Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Develop tailored monthly financial summaries
- Maintain records of giving activity by Board of Trustees. Coordinate with various departments and senior management to ensure accuracy. Report on activity as needed for senior management and the Board's Fund Development Committee.
- Provide detailed and accurate data for the purpose of Forecasting

SKILLS AND QUALIFICATIONS:

- Minimum of 3-5 years of experience in a nonprofit environment
- Motivated self-starter possessing honesty and integrity at the highest levels, with a proven track record of initiative, good follow-through, independent thinking, sound judgment and good instincts for effective donor relations
- Excellent written and oral communication skills as well as strong interpersonal skills
- Accounting/financial reporting experience
- Highly organized, detail-oriented
- Donor database experience preferred
- Proficiency with MS Office Suite, Excel and graphic design knowledge expected
- Hands-on office administrative experience required
- Flexible scheduling will be required to support evening and weekend activities

EDUCATION:

- Bachelor's Degree required

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

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01/22/2016

Connecticut Public Broadcasting, Inc.
Human Resource Dept. - Hiring Form

Position: Analyst, Leadership Giving

Date Posted: January 22, 2016

Date Hired: February 22, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
1 Adult Vocational Services			X
2 African-American Affairs Commission			X
3 Albertus Magnus College			X
4 Asnuntuck Community Technical College			X
5 Capitol Community Technical College			X
6 Capitol Workforce			X
7 Central Connecticut State University			X
8 Commission on Latino & Puerto Rican Affairs			X
9 Connecticut Association of Black Communicators			X
10 Connecticut Association of Nonprofits			X
11 Connecticut Broadcasters Association			X
12 Connecticut Commission on Human Rights & Opportunities			X
13 Connecticut Community Technical Colleges			X
14 Connecticut Public Broadcasting Website	6	2	X
15 Connecticut School of Broadcasting			X
16 Connecticut State University System			X
17 Corporation for Public Broadcasting			X
18 Current			
19 Easter Seals Gtr. Hartford Rehabilitation Center			X
20 Eastern Connecticut State University			X
21 Gateway Community College			X
22 Greater Hartford Arts Council			X
23 Hartford Courant			

Connecticut Public Broadcasting, Inc.
 Human Resource Dept. - Hiring Form

Position: Analyst, Leadership Giving

Date Posted: January 22, 2016

Date Hired: February 22, 2016

Recruitment Efforts:

	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
24 Hartford Neighborhood Centers	X		
25 Hispanic Health Council	X		
26 Jewish Family Service	X		
27 Lift Every Voice & Sing Gospel Festival	X		
28 Manchester Community Technical College	X		
29 Media Communications Association	X		
30 Middlesex Community Technical College	X		
31 Naugatuck Valley Community College	X		
32 Norwalk Community Technical College	X		
33 NTA Boston/New England Emmy Online Job Bank	X		
34 Permanent Commission on the Status of Women	X		
35 Porter & Chester Institute	X		
36 Post University	X		
37 Public Broadcasting Service	X		
38 Quinnipiac University	X		
39 Southern Connecticut State University	X		
40 Springfield Technical Community College	X		
41 St. Joseph College	X		
42 State of Connecticut Job Bank/CT Job Central	X		
43 Trinity College	X		
44 University of Bridgeport	X		
45 University of Connecticut	X		
46 Urban League of Greater Hartford	X		

Job Summary

Job #: 2757

**Analyst, Leadership Giving
Connecticut Public Brdcstng**

Hartford, CT - 06105

Posted 1/22/2016 on CTHires

Positions available: 1

\$ **9.80**\$ **25.00**

Hour

Occupation: Public Relations and Fundraising Managers

Job Requirements**Job Properties**

BD

36

**Job Description**

The Analyst, Leadership Giving supports the coordination and management of donor relations ensuring that donors experience high-quality interactions with the organization that foster long-term engagement and investment.

Share this Job

LinkedIn Share

Facebook Share

Tweet This

Email

 Hide Additional Job Information**Job Information**

Job Order Number:	2757
Job Title:	Analyst, Leadership Giving
Job Duration:	Over 150 Days
Type of Job:	Regular
Full or Part Time:	Part Time (Less than 30 Hours)
Job Position(s):	1
Date Job Order Created:	1/22/2016
Date Job Order Last Updated:	3/23/2016
Last Day Job Order Available Online:	3/22/2016
Source:	Preferred Employer
Site:	CTHires
Work At Home	Not Specified

Employer Information

Employer Name:	Connecticut Public Brdcstng
Company Website:	View company website
Company Size:	50-99
Type of Employer:	Non-Profit
Other Local Job Listings:	View other job listings for Connecticut Public Brdcstng located in Hartford County
All Job Listings:	View all job listings available for Connecticut Public Brdcstng
LinkedIn Company Profile:	 Find out who you know at Connecticut Public Brdcstng

Location/Work Site Information

Location Name:	Connecticut Public Brdcstng
Address:	1049 Asylum Ave
City, State, Zip, and Country:	Hartford, CT 06105 US Map Address
Public Transportation Accessible:	Yes
Location/Work Site Industry (NAICS):	Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing (334220)
Cost of Living:	View cost of living information based on this location

Special Skills (degrees, certifications, software, etc.)

- Minimum of 3-5 years of experience in a nonprofit environment
- Motivated self-starter possessing honesty and integrity at the highest levels, with a proven track record of initiative, good follow-through, independent thinking, sound judgment and good instincts for effective donor relations
- Excellent written and oral communication skills as well as strong interpersonal skills
- Accounting/financial reporting experience
- Highly organized, detail-oriented
- Donor database experience preferred
- Proficiency with MS Office Suite, Excel and graphic design knowledge expected
- Hands-on office administrative experience required
- Flexible scheduling will be required to support evening and weekend activities

EDUCATION:

- Bachelor's Degree required

Occupation Information for Public Relations and Fundraising Managers

Occupation: **Public Relations and Fundraising Managers**

Education and Training

Minimum Education Level Required: **Bachelor's Degree**
Typical Education Levels: **View typical education requirements for Public Relations and Fundraising Managers**
Education Programs: **Not Available**

Work Experience

Minimum Experience Required: **36 months**
Typical Work Experience: **View typical work experience requirements for Public Relations and Fundraising Managers**

Compensation and Hours

Salary Range: **\$9.80 - \$25.00 Hour**
Pay Comments: **DOE (Depends on Experience)**
Hours per Week: **Hours Vary**
Shift: **Other, see job description**

Skills Required

Job Skills: **View this employer's job skill requirements**
Tools and Technology Skills: **View typical Tools and Technology skills used by Public Relations and Fundraising Managers**

Specialized Job Requirements

Test Requirement: **No test required**
Driver's License Required: **No**
Typing Speed Requirement: **Not Specified**
Security Clearance Level Requirement: **No Clearance**

Personal Requirements for Public Relations and Fundraising Managers

- Knowledge: **View the knowledge typically needed by Public Relations and Fundraising Managers**
 - Abilities: **View the abilities typically needed by Public Relations and Fundraising Managers**
 - Work Styles: **View the personal characteristics that can affect how well Public Relations and Fundraising Managers perform**
-

Nature of the Work for Public Relations and Fundraising Managers

- Work Activities: **View typical work activities for Public Relations and Fundraising Managers**
 - Tasks: **View the specific tasks commonly performed by Public Relations and Fundraising Managers**
 - Working Conditions: **View the typical working conditions for Public Relations and Fundraising Managers**
 - Tools and Technology Skills: **View the tools and technology generally used by Public Relations and Fundraising Managers**
-

**Executive Assistant,
CFO/COO**

Hire Date: 3/21/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue Hartford, CT 06105-2411 860.278.5310
70 Audubon Street New Haven, CT 06510-1218 203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

January 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

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90.5 FM Hartford/New Haven
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88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

POSITION: Executive Assistant
REPORTS TO: Chief Operating Officer and Chief Financial Officer
JOB SUMMARY: To provide administrative support to the Chief Operating Officer and Chief Financial Officer

RESPONSIBILITIES:

- Schedules and manages extremely active calendars of appointments, to include internal and external meetings and coordinate travel arrangements
- Coordinate all aspects of meetings of various Board Committees led by COO and CFO
- Construct agendas and calendar details as far in advance as possible (including those for high profile visitors), highlighting key events, coordinating meetings, and conference calls
- Draft correspondence to staff, Board of Trustees and other community partners
- Develop presentation materials for Board of Trustees meetings
- Write and prepare minutes for meetings
- Interact with Board members and their assistants
- Act as liaison with other departments and outside agents including high-level agencies; establish and maintain a working environment conducive to positive morale, quality of life and teamwork
- Type documents, memos, travel expense reports, etc.
- File, prepare check requests, photocopy, email documents as needed
- Provide telephone support, including arranging conference calls
- Build effective presentations using PowerPoint, and other software
- Handles confidential and non-routine information
- Manage and supervise front desk staffing

QUALIFICATIONS:

- Associates degree and minimum seven years of experience as an executive assistant supporting two or more executives
- Excellent computer skills using Microsoft Word, Excel, Access and PowerPoint
- Experience with database management systems (including creating detailed reports)
- Superior writing, editing and proofreading skills
- Strong organizational skills
- Excellent communication and interpersonal skills
- Proven ability to handle confidential information with discretion
- Pleasant personality; positive attitude; collaborative mind-set
- Ability to adapt to work as needed
- Ability to work occasional nights and weekends, representing the company at special events

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

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01/12/2016

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Connecticut Public Broadcasting, Inc.
Human Resource Dept. - Hiring Form

Position: Executive Assistant for COO and CFO

Date Posted: January 12, 2016

Date Hired: March 21, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
1 Adult Vocational Services			X
2 African-American Affairs Commission			X
3 Albertus Magnus College			X
4 Asnuntuck Community Technical College			X
5 Capitol Community Technical College			X
6 Capitol Workforce			X
7 Central Connecticut State University			X
8 Commission on Latino & Puerto Rican Affairs			X
9 Connecticut Association of Black Communicators			X
10 Connecticut Association of Nonprofits			X
11 Connecticut Broadcasters Association			X
12 Connecticut Commission on Human Rights & Opportunities			X
13 Connecticut Community Technical Colleges			X
14 Connecticut Public Broadcasting Website	12		X
15 Connecticut School of Broadcasting			X
16 Connecticut State University System			X
17 Corporation for Public Broadcasting			X
18 Current			
19 Easter Seals Gr. Hartford Rehabilitation Center			X
20 Eastern Connecticut State University			X
21 Gateway Community College			X
22 Greater Hartford Arts Council			X

Connecticut Public Broadcasting, Inc.
Human Resource Dept. - Hiring Form

Position: Executive Assistant for COO and CFO

Date Posted: January 12, 2016

Date Hired: March 21, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
23 Hartford Courant			X
24 Hartford Neighborhood Centers			X
25 Hispanic Health Council			X
26 Jewish Family Service			X
27 Lift Every Voice & Sing Gospel Festival			X
28 Manchester Community Technical College			X
29 Media Communications Association			X
30 Middlesex Community Technical College			X
31 Naugatuck Valley Community College			X
32 Norwalk Community Technical College			X
33 NTA Boston/New England Emmy Online Job Bank			X
34 Permanent Commission on the Status of Women			X
35 Porter & Chester Institute			X
36 Post University			X
37 Public Broadcasting Service			X
38 Quinnipiac University			X
39 Southern Connecticut State University			X
40 Springfield Technical Community College			X
41 St. Joseph College			X
42 State of Connecticut CTHires	1		X
43 Trinity College			X
44 University of Bridgeport			X

Connecticut Public Broadcasting, Inc.
 Human Resource Dept. - Hiring Form

Position: Executive Assistant for COO and CFO

Date Posted: January 12, 2016

Date Hired: March 21, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
45 University of Connecticut			X
46 Urban League of Greater Hartford			X
47 Urban League of Southwestern Connecticut			X
48 Urban League of Springfield			X
49 Western Connecticut State University			X
50 YWCA Operations			X
51 Temp Agency			
52 Referrals/Employee and Colleague	1		X
53 Employee Applicant	1	1	X
54 Unknown Source			X
55 Indeed.com	174	3	
56 Linked In			
57 Careerpage.org	1		
58 Workinentertainment.com	1		
Totals	191	4	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Tuesday, January 12, 2016 3:21 PM
To: All
Subject: Job posting - Executive Assistant to the Chief Operating Officer and the Chief Financial Officer
Attachments: Executive Assistant_COO_CFO

Good afternoon,
FYI - CPBN is posting for an Executive Assistant. The position will report to the Chief Operating Officer and the Chief Financial Officer. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Job Summary

Job #: 1850

Executive Assistant
Connecticut Public Brdcsng

Hartford, CT - 06105
Posted 1/14/2016 on CTHires
Positions available: 1

\$55000

Other

Occupation: Executive Secretaries and Executive Administrative Assistants

Job Requirements

Job Properties

AD

84



Job Description

POSITION: Executive Assistant

REPORTS TO: Chief Operating Officer and Chief Financial Officer

JOB SUMMARY: To provide administrative support to the Chief Operating Officer and Chief Financial Officer

RESPONSIBILITIES:

- Schedules and manages extremely active calendars of appointments, to include internal and external meetings and coordinate travel arrangements
- Coordinate all aspects of meetings of various Board Committees led by COO and CFO
- Construct agendas and calendar details as far in advance as possible (including those for high profile visitors), highlighting key events, coordinating meetings, and conference calls
- Draft correspondence to staff, Board of Trustees and other community partners
- Develop presentation materials for Board of Trustees meetings
- Write and prepare minutes for meetings
- Interact with Board members and their assistants
- Act as liaison with other departments and outside agents including high-level agencies; establish and maintain a working environment conducive to positive morale, quality of life and teamwork
- Type documents, memos, travel expense reports, etc.
- File, prepare check requests, photocopy, email documents as needed
- Provide telephone support, including arranging conference calls
- Build effective presentations using PowerPoint, and other software
- Handles confidential and non-routine information
- Manage and supervise front desk staffing

Share this Job

LinkedIn Share

Facebook Share

Tweet This

Email

 **Hide Additional Job Information****Job Information**

Job Order Number: **1850**
 Job Title: **Executive Assistant**
 Job Duration: **Over 150 Days**
 Type of Job: **Regular**
 Full or Part Time: **Full Time (30 Hours or More)**
 Job Position(s): **1**
 Date Job Order Created: **1/14/2016**
 Date Job Order Last Updated: **3/15/2016**
 Last Day Job Order Available Online: **3/14/2016**
 Source: **Preferred Employer**
 Site: **CTHires**
 Work At Home: **Not Specified**

Employer Information

Employer Name: **Connecticut Public Brdcstng**
 Company Website: **[View company website](#)**
 Company Size: **50-99**
 Type of Employer: **Non-Profit**
 Other Local Job Listings: **[View other job listings for Connecticut Public Brdcstng located in Hartford County](#)**
 All Job Listings: **[View all job listings available for Connecticut Public Brdcstng](#)**
 LinkedIn Company Profile:  **[Find out who you know at Connecticut Public Brdcstng](#)**

Location/Work Site Information

Location Name: **Connecticut Public Brdcstng**
 Address: **1049 Asylum Ave**
 City, State, Zip, and Country: **Hartford, CT 06105 US**
[Map Address](#)

Public Transportation Accessible: **Yes**
 Location/Work Site Industry (NAICS): **Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing (334220)**
 Cost of Living: **[View cost of living information based on this location](#)**

Special Skills (degrees, certifications, software, etc.)

QUALIFICATIONS:

- Associates degree and minimum seven years of experience as an executive assistant supporting two or more executives
- Excellent computer skills using Microsoft Word, Excel, Access and PowerPoint
- Experience with database management systems (including creating detailed reports)
- Superior writing, editing and proofreading skills
- Strong organizational skills
- Excellent communication and interpersonal skills
- Proven ability to handle confidential information with discretion
- Pleasant personality; positive attitude; collaborative mind-set
- Ability to adapt to work as needed
- Ability to work occasional nights and weekends, representing the company at special events

Occupation Information for Executive Secretaries and Executive Administrative Assistants

Occupation: **Executive Secretaries and Executive Administrative Assistants**

Education and Training

Minimum Education Level Required: **Associate's Degree**
 Typical Education Levels: **View typical education requirements for Executive Secretaries and Executive Administrative Assistants**
 Education Programs: **Not Available**

Work Experience

Minimum Experience Required: **84 months**
 Typical Work Experience: **View typical work experience requirements for Executive Secretaries and Executive Administrative Assistants**

Compensation and Hours

Salary Range: **\$0.00 - \$55,000.00 Other**
 Pay Comments: **DOE (Depends on Experience)**
 Hours per Week: **Hours Vary**
 Shift: **Other, see job description**

Skills Required

Job Skills: **View this employer's job skill requirements**
 Tools and Technology Skills: **View typical Tools and Technology skills used by Executive**

Secretaries and Executive Administrative Assistants

Specialized Job Requirements

Test Requirement:	No test required
Hiring Requirements:	Reference Checks
Driver's License Required:	No
Typing Speed Requirement:	Not Specified
Security Clearance Level Requirement:	No Clearance

Personal Requirements for Executive Secretaries and Executive Administrative Assistants

Knowledge:	View the knowledge typically needed by Executive Secretaries and Executive Administrative Assistants
Abilities:	View the abilities typically needed by Executive Secretaries and Executive Administrative Assistants
Work Styles:	View the personal characteristics that can affect how well Executive Secretaries and Executive Administrative Assistants perform

Nature of the Work for Executive Secretaries and Executive Administrative Assistants

Work Activities:	View typical work activities for Executive Secretaries and Executive Administrative Assistants
Tasks:	View the specific tasks commonly performed by Executive Secretaries and Executive Administrative Assistants
Working Conditions:	View the typical working conditions for Executive Secretaries and Executive Administrative Assistants
Tools and Technology Skills:	View the tools and technology generally used by Executive Secretaries and Executive Administrative Assistants
Occupational Videos:	View a short video about Executive Secretaries and Executive Administrative Assistants

**Program Administrator,
Leadership Giving**

Hire Date: 3/22/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

February 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

JOB TITLE: Program Administrator, Leadership Giving (Full-time)

REPORTS TO: Director, Leadership Giving

JOB SUMMARY: The Connecticut Public Broadcasting Network (CPBN) seeks a Program Administrator for the Leadership Giving department. The Program Administrator for Leadership Giving is responsible for supporting fundraising strategies and activities which include development, implementation and management of fundraising and cultivation activities to ensure that annual Leadership Giving goals are achieved. This position has one direct report, the Analyst for Leadership Giving.

RESPONSIBILITIES:

- Prepare donor correspondence and solicitation materials as part of the donor identification, cultivation, engagement and stewardship process.
- Collaborate with the Marketing Department to identify marketing materials, including donor packages, articles, or promotions supporting Leadership Giving.
- Manage content of fundraising websites and providing stories' updates
- Analyze website traffic and usage and present results
- Develop and execute special event planning for cultivation events
- Work with Events Manager to coordinate events
- Attendance at events will be required
- Work closely with Analyst for database queries and donor stewardship support
- Collaborate with Director and Analyst to identify and implement best practices for notating substantive donor touches
- Manage follow-up stewardship
- Responsible for supporting Fund Development Committee activities including communications, meeting minutes, etc.
- Develop and implement with Director annual cultivation plans for this Committee
- Supervise Analyst, Leadership Giving

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree in business, non-profit management or related field
- Minimum of 2-5 years of experience in a nonprofit environment
- Strong interpersonal skills and excellent oral and written communication skills required
- Motivated self-starter possessing honesty and integrity at the highest levels, with a proven track record of initiative, good follow-through, independent thinking, sound judgment and good instincts for effective donor relations
- Highly organized, detail-oriented
- Proficiency with MS Office Suite and graphic design knowledge required. Working knowledge of Dream Weaver and Adobe Creative Suite a plus.

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Louisa Lee Simon (Trustee Emeriti)

- Nonprofit fund development skill sets considered highly desirable
- Ability and willingness to work outside regular business hours, including some evening and weekends

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls please.

2/18/2016

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Program Manager, Leadership Giving					
Date Posted: February 18, 2016					
Date Hired: March 22, 2016					
	<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	X	10	2	1
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X			
18	Current				
19	Easter Seals Gr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			
21	Gateway Community College	X			
22	Greater Hartford Arts Council	X			
23	Hartford Courant				
24	Hartford Neighborhood Centers	X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Program Manager, Leadership Giving						
Date Posted: February 18, 2016						
Date Hired: March 22, 2016						
	<u>Recruitment Efforts:</u>			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
25	Hispanic Health Council		X			
26	Jewish Family Service		X			
27	Lift Every Voice & Sing Gospel Festival		X			
28	Manchester Community Technical College		X			
29	Media Communications Association		X			
30	Middlesex Community Technical College		X			
31	Naugatuck Valley Community College		X			
32	Norwalk Community Technical College		X			
33	NTA Boston/New England Emmy Online Job Bank		X			
34	Permanent Commission on the Status of Women		X			
35	Porter & Chester Institute		X			
36	Post University		X			
37	Public Broadcasting Service		X			
38	Quinnipiac University		X			
39	Southern Connecticut State University		X			
40	Springfield Technical Community College		X			
41	St. Joseph College		X			
42	State of Connecticut Job Bank/CT Job Central		X			
43	Trinity College		X			
44	University of Bridgeport		X			
45	University of Connecticut		X			
46	Urban League of Greater Hartford		X			
47	Urban League of Southwestern Connecticut		X			
48	Urban League of Springfield		X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Program Manager, Leadership Giving						
Date Posted: February 18, 2016						
Date Hired: March 22, 2016						
<u>Recruitment Efforts:</u>						
				Resumes Received	Candidates Interviewed	Hired Employee
49	Western Connecticut State University		X			
50	YWCA Operations		X			
51	Temp Agency					
52	Referrals/Employee and Colleague		X			
53	Employee Applicant		X			
54	Unknown Source		X			
55	Indeed.com			43	0	
56	Linked In					
Totals				53	2	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Thursday, February 18, 2016 1:54 PM
To: All
Subject: Job posting - Program Administrator, Leadership Giving (Full-time)
Attachments: Program Administrator, Leadership Giving (Full-time).pdf

Good afternoon,
FYI - CPBN is posting for a Program Administrator, Leadership Giving (Full-time). The position will report to the Director, Leadership Giving. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Talk Show Producer,
The Colin McEnroe Show
Hire Date: 5/16/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

April 2016

ON TELEVISION

CPTV

Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U

CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR

90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

Job Title: Talk Show Producer (*The Colin McEnroe Show*)

Reports To: Executive Producer

Become part of the team that produces *The Colin McEnroe Show*, one of WNPR's signature programs. "Possibly the best local show in public media." - Adam Ragusea, Current

Job Summary:

Serves as producer for WNPR's daily talk program *The Colin McEnroe Show*

Books and interviews guests, generates ideas, researches topics, follows news and cultural trends

Creates content for WNPR.org and social media in support of the program

Responsibilities:

- Generates ideas and meets with other producers and host to develop program segments. Develops long-term coverage ideas for the show, including series and specials
- Books and researches guests, topics and ideas; researches and writes daily scripts and show rundowns for on-air, website and promotional use
- Records and edits audio; Produces and mixes content using audio equipment and digital editing software
- Updates show in real time with emails, Twitter and Facebook messages. Responds to listener requests and correspondence
- Produces web content, including daily uploads and updates of web page, photography and photo editing
- Assists in promotions and outreach including live events
- Other duties as assigned

Skills and Qualifications:

- Two or more years of radio production or reporting experience, with public radio experience preferred

BOARD OF TRUSTEES: Francisca Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzolo, Arnold Chase, Daniel Crown, Christopher Dadez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montanez, William Nickerson, George Norfleet, Jerry Plush, Foye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth, Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Positive attitude, ability to work with editors and producers in team environment
- Ability to meet tight deadlines and perform under pressure of live broadcasting
- Strong ability to write and edit copy to NPR guidelines
- Computer literacy, ability to learn broadcast console and remote recorder operation
- Keeps informed of state, national and world news and cultural events. Reads a variety of publications and online news sources
- Stays informed on the latest trends in podcasting and audio production

To Apply:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls please.

4/13/16

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Talk Show Producer (Colin McEnroe Show)					
Date Posted: April 13, 2016					
Date Hired: May 16, 2016					
		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
Recruitment Efforts:					
1	Adult Vocational Services			X	
2	African-American Affairs Commission			X	
3	Albertus Magnus College			X	
4	Asnuntuck Community Technical College			X	
5	Capitol Community Technical College			X	
6	Capitol Workforce			X	
7	Central Connecticut State University			X	
8	Commission on Latino & Puerto Rican Affairs			X	
9	Connecticut Association of Black Communicators			X	
10	Connecticut Association of Nonprofits			X	
11	Connecticut Broadcasters Association			X	
12	Connecticut Commission on Human Rights & Opportunities			X	
13	Connecticut Community Technical Colleges			X	
14	Connecticut Public Broadcasting Website	20	2	X	
15	Connecticut School of Broadcasting			X	
16	Connecticut State University System			X	
17	Corporation for Public Broadcasting	3		X	
18	Current				
19	Easter Seals Grt. Hartford Rehabilitation Center			X	
20	Eastern Connecticut State University			X	
21	Gateway Community College			X	
22	Greater Hartford Arts Council			X	
23	Hartford Courant				

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (Colin McEnroe Show)						
Date Posted: April 13, 2016						
Date Hired: May 16, 2016						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
<u>Recruitment Efforts:</u>						
24	Hartford Neighborhood Centers		X			
25	Hispanic Health Council		X			
26	Jewish Family Service		X			
27	Lift Every Voice & Sing Gospel Festival		X			
28	Manchester Community Technical College		X			
29	Media Communications Association		X			
30	Middlesex Community Technical College		X			
31	Naugatuck Valley Community College		X			
32	Norwalk Community Technical College		X			
33	NTA Boston/New England Emmy Online Job Bank		X			
34	Permanent Commission on the Status of Women		X			
35	Porter & Chester Institute		X			
36	Post University		X			
37	Public Broadcasting Service		X			
38	Quinnipiac University		X			
39	Southern Connecticut State University		X			
40	Springfield Technical Community College		X			
41	St. Joseph College		X			
42	State of Connecticut Job Bank/CTHires		X			
43	Trinity College		X			
44	University of Bridgeport		X			
45	University of Connecticut		X			
46	Urban League of Greater Hartford		X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (Colin McEnroe Show)						
Date Posted: April 13, 2016						
Date Hired: May 16, 2016						
				<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
<u>Recruitment Efforts:</u>						
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X		6	1	
53	Employee Applicant	X		1	1	1
54	Unknown Source	X				
55	Indeed.com			31	1	
56	Linked In					
Totals				61	5	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, April 13, 2016 5:01 PM
To: All
Subject: Job Posting -- Talk Show Producer (The Colin McEnroe Show)
Attachments: Talk Show Producer (The Colin McEnroe Show).pdf

Good afternoon,
FYI - CPBN is posting for a Talk Show Producer (*The Colin McEnroe Show*). The position will report to the Executive Producer. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Promotions Producer

Hire Date: 6/13/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

December 2015



ON TELEVISION

CPTV

Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U

**CPTV SPORTS
CPTV SPROUT**

ON RADIO

WNPR

90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

**CPBN.org
CPTV.org
WNPR.org**

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

POSITION: Promotions Producer

REPORTS TO: Vice President/Station Manager, TV Programming & Acquisitions, CPTV Networks

JOB TYPE: Full-time

JOB RESPONSIBILITIES:

- Produce content that upholds and is consistent with the Connecticut Public Television (CPTV) brand
- Write and produce local promotional spots
- Write and produce national promotional spots
- Write and produce client sales spots and presentations
- Script, produce and direct special project presentations, such as Annual Meeting, Fall Preview, Board presentations, etc.
- Edit written and produced material as necessary
- Assist in the coordination of promotion across media platforms (TV, web, radio, on-demand, mobile)
- Work with Programming Department to assure the development of daily break schedules within required broadcast delivery deadlines
- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- At least 2-3 years' experience as a television producer creating interstitial material
- Avid online editing experience
- Computer and technology literate
- College degree preferred
- Strong client service and presentation skills
- Able to balance several projects professionally and simultaneously
- Self-motivated and deadline-driven
- Proven extensive writing ability
- Must be able to accommodate changes in schedule

TO APPLY:

Send resume, cover letter, three work samples and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org
No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

12/18/15

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bazsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzolo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diadrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zeban; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Promotions Producer					
Date Posted: December 18, 2015					
Date Hired: June 13, 2016					
<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	6			
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X			
18	Current				
19	Easter Seals Gtr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			
21	Gateway Community College	X			
22	Greater Hartford Arts Council	X			
23	Hartford Courant				

Connecticut Public Broadcasting, Inc.							
Human Resource Dept. - Hiring Form							
Position: Promotions Producer							
Date Posted: December 18, 2015							
Date Hired: June 13, 2016							
					Resumes Received	Candidates Interviewed	Hired Employee
Recruitment Efforts:							
24	Hartford Neighborhood Centers		X				
25	Hispanic Health Council		X				
26	Jewish Family Service		X				
27	Lift Every Voice & Sing Gospel Festival		X				
28	Manchester Community Technical College		X				
29	Media Communications Association		X				
30	Middlesex Community Technical College		X				
31	Naugatuck Valley Community College		X				
32	Norwalk Community Technical College		X				
33	NTA Boston/New England Emmy Online Job Bank		X				
34	Permanent Commission on the Status of Women		X				
35	Porter & Chester Institute		X				
36	Post University		X				
37	Public Broadcasting Service		X				
38	Quinnipiac University		X				
39	Southern Connecticut State University		X				
40	Springfield Technical Community College		X				
41	St. Joseph College		X				
42	State of Connecticut Job Bank/CTHires		X				
43	Trinity College		X				
44	University of Bridgeport		X				
45	University of Connecticut		X				
46	Urban League of Greater Hartford		X				

Connecticut Public Broadcasting, Inc.							
Human Resource Dept. - Hiring Form							
Position: Promotions Producer							
Date Posted: December 18, 2015							
Date Hired: June 13, 2016							
	<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
47	Urban League of Southwestern Connecticut	X					
48	Urban League of Springfield	X					
49	Western Connecticut State University	X					
50	YWCA Operations	X					
51	Temp Agency						
52	Referrals/Employee and Colleague	X					
53	Employee Applicant	X					
54	Unknown Source	X					
55	Indeed.com		40				
56	Linked In						
57	CareerBuilder.com	X	14	1	1		
Totals			60	1	1		

Sakellarides, Meg

From: Moore, Jennifer
Sent: Friday, December 18, 2015 3:13 PM
To: All
Subject: Job posting - Promotions Producer
Attachments: Promotions Producer.pdf

Good afternoon,

FYI - CPBN is posting for a Promotions Producer (Full-time). The position will report to the Vice President/Station Manager, TV Programming & Acquisitions. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Talk Show Producer,
New England News Collaborative
Hire Date: 7/11/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

April 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

Job Title: Talk Show Producer (New England News Collaborative)

Reports To: Executive Producer

Help launch WNPR's new weekly news program and podcast, exploring issues across New England. Work with an award-winning team that is dedicated to creating engaging and thoughtful programming for a regional audience.

Job Summary:

Books and interviews guests, researches topics, follows news and trends, writes copy and does original reporting.

Creates content for WNPR.org and social media in support of the program.

Works closely with Executive Editor of New England News Collaborative, an eight-station public media consortium.

Responsibilities:

- Generates ideas and meets with other producers, reporters and host to develop program segments. Develops long-term coverage ideas for the show, including series and specials.
- Books and researches guests, topics and ideas; researches and writes daily scripts and show rundowns for on-air, website and promotional use.
- Records and edits audio; Produces and mixes content using audio equipment and digital editing software.
- Provides social media support for program on platforms including Twitter and Facebook. Responds to listener requests and correspondence.
- Produces web content, including daily uploads and updates of web page, photography and photo editing.
- Assists in promotions and outreach including live events.
- Other duties as assigned.

Skills and Qualifications:

- Two or more years of radio production or reporting experience, with public radio experience preferred.

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzola, Arnold Chase, Daniel Crown, Christopher Dadez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Positive attitude, ability to work with editors and producers in team environment.
- Ability to meet tight deadlines and perform under pressure of live broadcasting.
- Strong ability to write and edit copy to NPR guidelines.
- Computer literacy, ability to learn broadcast console and remote recorder operation.
- Keeps informed of regional news events and how they fit with state, national and world news. Reads a variety of publications and online news sources.
- Stays informed on the latest trends in podcasting and audio production.

To Apply:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls please.

4/13/16

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (NENC)						
Date Posted: April 13, 2016						
Date Hired: July 11, 2016						
		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
<u>Recruitment Efforts:</u>						
1	Adult Vocational Services			X		
2	African-American Affairs Commission			X		
3	Albertus Magnus College			X		
4	Asnuntuck Community Technical College			X		
5	Capitol Community Technical College			X		
6	Capitol Workforce			X		
7	Central Connecticut State University			X		
8	Commission on Latino & Puerto Rican Affairs			X		
9	Connecticut Association of Black Communicators			X		
10	Connecticut Association of Nonprofits			X		
11	Connecticut Broadcasters Association			X		
12	Connecticut Commission on Human Rights & Opportunities			X		
13	Connecticut Community Technical Colleges			X		
14	Connecticut Public Broadcasting Website	27	3	X		
15	Connecticut School of Broadcasting			X		
16	Connecticut State University System			X		
17	Corporation for Public Broadcasting	4		X		
18	Current					
19	Easter Seals Grt. Hartford Rehabilitation Center			X		
20	Eastern Connecticut State University			X		
21	Gateway Community College			X		
22	Greater Hartford Arts Council			X		
23	Hartford Courant					

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (NENC)						
Date Posted: April 13, 2016						
Date Hired: July 11, 2016						
<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
24	Hartford Neighborhood Centers			X		
25	Hispanic Health Council			X		
26	Jewish Family Service			X		
27	Lift Every Voice & Sing Gospel Festival			X		
28	Manchester Community Technical College			X		
29	Media Communications Association			X		
30	Middlesex Community Technical College			X		
31	Naugatuck Valley Community College			X		
32	Norwalk Community Technical College			X		
33	NTA Boston/New England Emmy Online Job Bank			X		
34	Permanent Commission on the Status of Women			X		
35	Porter & Chester Institute			X		
36	Post University			X		
37	Public Broadcasting Service			X		
38	Quinnipiac University			X		
39	Southern Connecticut State University			X		
40	Springfield Technical Community College			X		
41	St. Joseph College			X		
42	State of Connecticut Job Bank/CTHires			X		
43	Trinity College			X		
44	University of Bridgeport			X		
45	University of Connecticut			X		
46	Urban League of Greater Hartford			X		

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (NENC)						
Date Posted: April 13, 2016						
Date Hired: July 11, 2016						
<u>Recruitment Efforts:</u>						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X	11	4		
53	Employee Applicant	X				
54	Unknown Source	X				
55	Indeed.com		26	1	1	
56	Linked In					
57	Facebook		2	1		
Totals			70	9	1	

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, April 13, 2016 3:54 PM
To: All
Subject: Job Posting -- Talk Show Producer (New England News Collaborative)
Attachments: Talk Show Producer (NENC).pdf

Good afternoon,
FYI - CPBN is posting for a Talk Show Producer (*New England News Collaborative*). The position will report to the Executive Producer. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Director,
Partnership Productions
Hire Date: 7/11/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

June 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

The Connecticut Public Broadcasting Network (CPBN) is home to CPTV, WNPR and the Learning Lab. CPTV is a locally and nationally recognized producer and presenter of quality public television programming, including original documentaries, public affairs and educational programming. WNPR is an affiliate of National Public Radio, Public Radio International and American Public Media. The Learning Lab serves high school seniors through a partnership with Hartford Public Schools and the Journalism and Media Academy Magnet School. It is also home to the Institute for Advanced Media, a program that provides the men and women of our armed forces and adult learners an opportunity to learn skills necessary for the 21st century digital media workplace.

JOB TITLE: Director, Partnership Productions

REPORTS TO: Vice President, Media Strategy

JOB SUMMARY: CPBN is seeking a Director of Partnership Productions to develop partnership co-productions with other organizations to create high-impact storytelling and programming that leverages CPBN's multi-media world to reach both targeted and broad audiences.

RESPONSIBILITIES:

- Build and maintain relationships with other agencies and organizations in the community to identify and evaluate mission-consistent partner projects
- Evaluate content and programming ideas to assess suitability
- Collaborate with content creators
- Evaluate and identify resources to ensure effectiveness and quality
- Monitor and review content and programming to ensure partnership guidelines are adhered to and of adequate quality
- Manage project delivery for cost and time
- Manage numerous projects at varying stages of development

REQUIRED SKILLS AND QUALIFICATIONS:

- Bachelor's degree in business, marketing or related field
- Minimum ten (10) years of related experience
- Knowledge of management and budgeting procedures
- Experience in broadcast and/or nonprofit promotion, overseeing the design of promotional campaigns, products, services and messages
- Understanding of branding and marketing needs to ensure alignment with partnership promotion
- Proficient user of MS Office Suite and CRM software

DESIRED CHARACTERISTICS:

- Strategic and forward-thinking relationship builder who is visible within the community and focused on building strong community partnerships and programs that result in new or increased revenue streams and deliver impact
- Able to develop a network of strategic community partnerships extending beyond the current network of CT-based non-profit and public service organizations, resulting in an ongoing pipeline of mission-consistent partner projects

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pogany/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucho, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Strong business manager that is focused on delivering projects on time, on budget and meeting agreed upon expectations
- Successful ability to multitask and manage numerous projects at varying stages of development
- Able to work collaboratively to align content work with partner development, engagement, and monetization goals

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Director, Partnership Productions						
Date Posted: June 23, 2016						
Date Hired: July 11, 2016						
Recruitment Efforts:						
1	Adult Vocational Services	X				
2	African-American Affairs Commission	X				
3	Albertus Magnus College	X				
4	Asnuntuck Community Technical College	X				
5	Capitol Community Technical College	X				
6	Capitol Workforce	X				
7	Central Connecticut State University	X				
8	Commission on Latino & Puerto Rican Affairs	X				
9	Connecticut Association of Black Communicators	X				
10	Connecticut Association of Nonprofits	X				
11	Connecticut Broadcasters Association	X				
12	Connecticut Commission on Human Rights & Opportunities	X				
13	Connecticut Community Technical Colleges	X				
14	Connecticut Public Broadcasting Website	X	12			
15	Connecticut School of Broadcasting	X				
16	Connecticut State University System	X				
17	Corporation for Public Broadcasting	X				
18	Current					
19	Easter Seals Gr. Hartford Rehabilitation Center	X				
20	Eastern Connecticut State University	X				
21	Gateway Community College	X				
22	Greater Hartford Arts Council	X				
23	Hartford Courant					

Sakellarides, Meg

From: Moore, Jennifer
Sent: Thursday, June 23, 2016 10:23 AM
To: All
Subject: Job posting - Director, Partnership Productions
Attachments: Director, Partnership Productions.pdf

Good morning,
FYI - CPBN is posting for a Director, Partnership Productions. The position will report to the Vice President, Media Strategy. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Grants Administrator

Hire Date: 7/25/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9877

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

May 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

The Connecticut Public Broadcasting Network (CPBN) is home to CPTV, WNPR and the Learning Lab. CPTV is a locally and nationally recognized producer and presenter of quality public television programming, including original documentaries, public affairs and educational programming. WNPR is an affiliate of National Public Radio, Public Radio International and American Public Media. The Learning Lab serves high school seniors through a partnership with Hartford Public Schools and the Journalism and Media Academy Magnet School. It is also home to the Institute for Advanced Media, a program that provides the men and women of our armed forces and adult learners an opportunity to learn skills necessary for the 21st century digital media workplace.

JOB TITLE: Grants Administrator

REPORTS TO: Director, Grants & Foundations

JOB SUMMARY: Connecticut Public Broadcasting Network (CPBN) is seeking a Grants Administrator to assist the Director of Grants & Foundation in grant prospecting, solicitation, writing, reporting and maintenance. This position will assist in managing company-wide grants with a focus on fundraising for the Education department.

RESPONSIBILITIES:

- Research and prospect foundations and grant-making organizations to identify likely funding sources.
- Work across CPBN programs and properties (CPTV, WNPR, the Learning Lab, etc.) in order to understand the complexity of projects and programs for which grants will be sought.
- Compile, write, and edit grant materials, exhibiting strong expository writing skills, a high-level command of grammar and spelling, and the ability to target proposals to funding priorities.
- Build program budgets.
- Increase existing capacity by finding new funding opportunities that are aligned with company goals.
- Maintain regular contact and reporting with foundations and grant-makers.
- Support Director of Grants & Foundations to meet financial grant goals.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree required. Master's degree preferred.
- 2 -4 years of experience developing nonprofit funding proposals with demonstrated success raising money from foundations, corporations and/or government agencies.
- Exceptional writing and communications skills.

DESIRED CHARACTERISTICS:

- Ability to adhere to strict deadlines.
- Experience in and passion for public media and education.
- Ability to set goals, meet deadlines and successfully manage multiple assignments concurrently.
- Strong organizational and analytical skills.
- Attraction to continuous change and a demonstrated ability to thrive in such an environment.
- Self-motivation and resourcefulness.
- Proficiency in MS-Word, Excel, Outlook and PowerPoint.

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzallo, Arnold Chase, Daniel Crown, Christopher Dadez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montanez, William Nickerson, George Norfleel, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Joy Youngling, Michael Zabarthy, Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

05/10/16

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Grants Administrator					
Date Posted: May 10, 2016					
Date Hired: July 25, 2016					
		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
Recruitment Efforts:					
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	7	2	1	
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X			
18	Current				
19	Easter Seals Gr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			
21	Gateway Community College	X			
22	Greater Hartford Arts Council	X			
23	Hartford Courant				

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Grants Administrator						
Date Posted: May 10, 2016						
Date Hired: July 25, 2016						
<u>Recruitment Efforts:</u>						
24	Hartford Neighborhood Centers	X				
25	Hispanic Health Council	X				
26	Jewish Family Service	X				
27	Lift Every Voice & Sing Gospel Festival	X				
28	Manchester Community Technical College	X				
29	Media Communications Association	X				
30	Middlesex Community Technical College	X				
31	Naugatuck Valley Community College	X				
32	Norwalk Community Technical College	X				
33	NTA Boston/New England Emmy Online Job Bank	X				
34	Permanent Commission on the Status of Women	X				
35	Porter & Chester Institute	X				
36	Post University	X				
37	Public Broadcasting Service	X				
38	Quinnipiac University	X				
39	Southern Connecticut State University	X				
40	Springfield Technical Community College	X				
41	St. Joseph College	X				
42	State of Connecticut Job Bank/CTHires	X				
43	Trinity College	X				
44	University of Bridgeport	X				
45	University of Connecticut	X				
46	Urban League of Greater Hartford	X				
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Grants Administrator						
Date Posted: May 10, 2016						
Date Hired: July 25, 2016						
Recruitment Efforts:						
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X	1			
53	Employee Applicant	X				
54	Unknown Source	X				
55	Careerbuilder	X	4			
56	Indeed.com	X	23			
57	Linked In	X				
Totals			35	2	1	

Sakellarides, Meg

From: Moore, Jennifer
Sent: Tuesday, May 10, 2016 9:58 AM
To: All
Subject: Job posting - Grants Administrator
Attachments: Grants Administrator.pdf

Good morning,
FYI - CPBN is posting for a Grants Administrator. The position will report to the Director, Grants & Foundations. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Talk Show Producer,

Where We Live

Hire Date: 7/25/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

April 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

Job Title: Talk Show Producer (*Where We Live*)

Reports To: Executive Producer

Join the team that produces *Where We Live*, one of WNPR's signature daily programs, twice recognized by Public Radio News Directors Inc. as the best public radio call-in show in America.

Job Summary:

Serves as producer for WNPR's daily news/talk show *Where We Live*

Books and interviews guests, researches topics, follows news and trends

Creates content for WNPR.org and social media in support of program

Responsibilities:

- Generates ideas and meets with other producers, reporters and host to develop program segments. Develops long-term coverage ideas for the show, including series and specials
- Books and researches guests, topics and ideas; researches and writes daily scripts and show rundowns for on-air, website and promotional use
- Records and edits audio; Produces and mixes content using audio equipment and digital editing software
- Updates show in real time with emails, Twitter and Facebook messages. Responds to listener requests and correspondence
- Produces web content, including daily uploads and updates of web page, photography and photo editing
- Assists in promotions and outreach including live events
- Other duties as assigned

Skills and Qualifications:

- Two or more years of radio production or reporting experience, with public radio experience preferred

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Positive attitude, ability to work with editors and producers in team environment
- Ability to meet tight deadlines and perform under pressure of live broadcasting
- Strong ability to write and edit copy to NPR guidelines
- Computer literacy, ability to learn broadcast console and remote recorder operation
- Keeps informed of state, national and world news and cultural events. Reads a variety of publications and online news sources
- Stays informed on the latest trends in podcasting and audio production

To Apply:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls please.

4/13/16

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (Where We Live)						
Date Posted: April 13, 2016						
Date Hired: July 25, 2016						
		Resumes Received	Candidates Interviewed	Hired Employee		
<u>Recruitment Efforts:</u>						
24	Hartford Neighborhood Centers	X				
25	Hispanic Health Council	X				
26	Jewish Family Service	X				
27	Lift Every Voice & Sing Gospel Festival	X				
28	Manchester Community Technical College	X				
29	Media Communications Association	X				
30	Middlesex Community Technical College	X				
31	Naugatuck Valley Community College	X				
32	Norwalk Community Technical College	X				
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35	Porter & Chester Institute	X				
36	Post University	X				
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41	St. Joseph College	X				
42	State of Connecticut Job Bank/CTHires	X				
43	Trinity College	X				
44	University of Bridgeport	X				
45	University of Connecticut	X				
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Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Talk Show Producer (Where We Live)						
Date Posted: April 13, 2016						
Date Hired: July 25, 2016						
<u>Recruitment Efforts:</u>						
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X	8	3		
53	Employee Applicant	X				
54	Unknown Source	X				
55	Indeed.com		19			
56	Linked In					
57	Facebook		2			
Totals			60	8		1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, April 13, 2016 3:29 PM
To: All
Subject: RE: Job Posting -- Talk Show Producer (Where We Live)
Attachments: Talk Show Producer (Where We Live).pdf

Good afternoon,
FYI - CPBN is posting for a Talk Show Producer (*Where We Live*). The position will report to the Executive Producer. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Fellow/Education Programs
Specialist

Hire Date: 8/8/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

March 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

POSITION: Digital/Interactive Dept. Fellow / Education Programs Specialist

REPORTS TO: Director of Digital/Interactive

STATUS: 1-year Fellowship, Full-time, Salaried

DESCRIPTION: This project utilizes CPBN's deep archive of public media assets, including local documentary films and radio news reports, to form the basis for discussion and debate. In addition to introducing young teen students to the value of media storytelling, we hope to use Web/digital technology to connect classrooms from around the state with each other enabling cooperative learning with peers from diverse backgrounds.

This fellow will have a unique opportunity to work with our Learning Lab and Digital/Interactive Content team to continue implementing a strategy that will help us to elevate our Learning Lab's outreach efforts using the framework developed during year one of the Newman's Own Fellowship project.

JOB RESPONSIBILITIES:

- Assist in development and beta testing of a new digital-based, student-centered learning offering for middle school students in CT.
- Work with web content and Learning Lab teams to manage Learning Lab webpage.
- Collaborate with internal CPBN team to develop marketing messages for the Learning Lab.
- Continue and enhance workflows for regular editing and curation of content for local and national audiences.
- Create a collaborative space by partnering with local nonprofits, educational institutions and other community organizations.
- Showcase Learning Lab student work.
- Participate in digital content and social media best practices work groups.

GOALS:

- Help the Learning Lab to create a stronger brand.
- Create a more robust online presence for the Learning Lab.
- Grow educational community partnerships.
- Use data and teacher input from year one to inform work.
- Build greater integration among Learning Lab and CPBN's other platforms (television, radio, events).

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

SKILLS AND QUALIFICATIONS:

- Recent college graduate. Bachelor's degree required.
- Exceptional written and oral communications abilities, particularly research, editing and presentation skills, with the ability to present complex ideas clearly.
- Strong organizational and project management skills.
- Demonstrated experience in a leadership role (e.g. founder of a non-profit, student government role, club president, captain of sports team, etc.)
- Basic understanding of web and social media platforms and CMS (Non-technical)
- Basic photography or videography skills a plus.
- Ability to embrace and embody the core values of Newman's Own Foundation*
 - Serious Fun
 - Freedom to Dream
 - Common Purpose
 - Trust & Respect
 - Quality

* This Fellowship is funded through a grant from the Newman's Own Foundation

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

3/14/16

Connecticut Public Broadcasting, Inc.
Human Resource Dept. - Hiring Form

Position: Fellow/Education Programs Specialist (Digital)

Date Posted: March 14, 2016

Date Hired: August 8, 2016

	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
1 Adult Vocational Services			X
2 African-American Affairs Commission			X
3 Albertus Magnus College			X
4 Asnuntuck Community Technical College			X
5 Capitol Community Technical College			X
6 Capitol Workforce			X
7 Central Connecticut State University			X
8 Commission on Latino & Puerto Rican Affairs			X
9 Connecticut Association of Black Communicators			X
10 Connecticut Association of Nonprofits			X
11 Connecticut Broadcasters Association			X
12 Connecticut Commission on Human Rights & Opportunities			X
13 Connecticut Community Technical Colleges			X
14 Connecticut Public Broadcasting Website	10		X
15 Connecticut School of Broadcasting			X
16 Connecticut State University System			X
17 Corporation for Public Broadcasting			X
18 Current			
19 Easter Seals Gtr. Hartford Rehabilitation Center			X
20 Eastern Connecticut State University			X
21 Gateway Community College			X
22 Greater Hartford Arts Council			X
23 Hartford Courant			X

Connecticut Public Broadcasting, Inc.
 Human Resource Dept. - Hiring Form

Position: Fellow/Education Programs Specialist (Digital)

Date Posted: March 14, 2016

Date Hired: August 8, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
24 Hartford Neighborhood Centers			X
25 Hispanic Health Council			X
26 Jewish Family Service			X
27 Lift Every Voice & Sing Gospel Festival			X
28 Manchester Community Technical College			X
29 Media Communications Association			X
30 Middlesex Community Technical College			X
31 Naugatuck Valley Community College			X
32 Norwalk Community Technical College			X
33 NTA Boston/New England Emmy Online Job Bank			X
34 Permanent Commission on the Status of Women			X
35 Porter & Chester Institute			X
36 Post University			X
37 Public Broadcasting Service			X
38 Quinnipiac University			X
39 Southern Connecticut State University			X
40 Springfield Technical Community College			X
41 St. Joseph College			X
42 State of Connecticut CTHires			X
43 Trinity College			X
44 University of Bridgeport			X
45 University of Connecticut			X
46 Urban League of Greater Hartford			X

Connecticut Public Broadcasting, Inc.
 Human Resource Dept. - Hiring Form

Position: Fellow/Education Programs Specialist (Digital)

Date Posted: March 14, 2016

Date Hired: August 8, 2016

<u>Recruitment Efforts:</u>	<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
47 Urban League of Southwestern Connecticut			X
48 Urban League of Springfield			X
49 Western Connecticut State University			X
50 YWCA Operations			X
51 Temp Agency			
52 Referrals/Employee and Colleague	3	3	1
53 Employee Applicant			
54 Unknown Source			
55 Indeed.com	37		
56 Linked In			
57 Careerpage.org			
58 Workintertainment.com			
Totals	50	3	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Monday, March 14, 2016 4:52 PM
To: All
Subject: RE: Job posting - Digital/Interactive Department Fellow (Full-time)
Attachments: Digital Interactive Dept Fellow.pdf

Good afternoon,
FYI - CPBN is posting for a Digital/Interactive Department Fellow/Education Programs Specialist. The position will report to the Director of Digital/Interactive. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Director,
Community Partnerships
Hire Date: 8/22/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue Hartford, CT 06105-2411 860.278.5310
70 Audubon Street New Haven, CT 06510-1218 203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

June 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
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ONLINE

CPBN.org
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PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

At the Connecticut Public Broadcasting Network (CPBN), our vision is to be one of the world's bravest public media organizations, exploring territory in ways no one else can and empowering our audience to make our world a more extraordinary place to live. As the home of CPTV, WNPR and the Learning Lab, we deliver hundreds of hours of quality programming across our radio, television and digital platforms each week, delivering award-winning journalism, original content and educational experiences that feed our citizens' curiosity and love of learning. CPTV is a locally and nationally recognized producer and presenter of quality public television programming. WNPR is an affiliate of National Public Radio, Public Radio International and American Public Media. The Learning Lab serves high school seniors and is home to the Institute for Advanced Media, a program that provides the men and women of our armed forces and adult learners an opportunity to learn skills necessary for the 21st century digital media workplace.

JOB TITLE: Director, Community Partnerships
REPORTS TO: Senior Sales Director
JOB SUMMARY:

CPBN is seeking a Director of Community Partnerships in its Sales and Corporate Sponsorships Department. Reporting directly to the Senior Sales Director, the ideal candidate will work to sell a portfolio of media properties, which include CPTV, WNPR, cpbn.org, cptv.org, and wnpr.org, as well as events and community outreach initiatives. The Director will develop new business opportunities through new and existing clients by creating proactive and creative solutions to clients' needs, utilizing CPBN's multi-media platforms and services. Manage clients' accounts through regular communication, project management, brand strategy development, traffic coordination and post-sale delivery.

RESPONSIBILITIES:

- Strategize marketing and business development opportunities; develop and implement responses to significant business and cross-selling opportunities; and oversee the management and tracking of campaign fulfillment
- Develop client profiles
- Develop new and effective marketing strategies for clients
- Develop new revenue opportunities for all media platforms—TV, radio, web, print—as well as event outreach and community events
- Maintain regular communication with clients
- Responsible for individual sales and corporate sponsorship revenue goals

SKILLS AND QUALIFICATIONS:

- Minimum of 10 years of sales and/or marketing experience with a proven track record and the ability to “think outside the box”
- Sales and account management experience
- Bachelor's degree

DESIRED CHARACTERISTICS:

- Strong knowledge of media business
- Understanding and utilization of general marketing and advertising concepts, particularly in the broadcast and cable industry
- Ability to set goals, meet deadlines and successfully manage multiple assignments concurrently
- Strong organizational and analytical skills
- Attraction to continuous change and a demonstrated ability to thrive in such an environment

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- Self-motivation and resourcefulness
- Proficiency in MS Word, Excel, Outlook and PowerPoint
- Demonstrated success working on developing business initiatives or emerging projects
- Experience in driving business and revenue initiatives
- Effective communication and presentation skills
- National underwriting experience a plus

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Director, Community Partnerships						
Date Posted: June 21, 2016						
Date Hired: August 22, 2016						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
1	Adult Vocational Services	X				
2	African-American Affairs Commission	X				
3	Albertus Magnus College	X				
4	Asnuntuck Community Technical College	X				
5	Capitol Community Technical College	X				
6	Capitol Workforce	X				
7	Central Connecticut State University	X				
8	Commission on Latino & Puerto Rican Affairs	X				
9	Connecticut Association of Black Communicators	X				
10	Connecticut Association of Nonprofits	X				
11	Connecticut Broadcasters Association	X				
12	Connecticut Commission on Human Rights & Opportunities	X				
13	Connecticut Community Technical Colleges	X				
14	Connecticut Public Broadcasting Website	X	1			
15	Connecticut School of Broadcasting	X				
16	Connecticut State University System	X				
17	Corporation for Public Broadcasting	X				
18	Current					
19	Easter Seals Gtr. Hartford Rehabilitation Center	X				
20	Eastern Connecticut State University	X				
21	Gateway Community College	X				
22	Greater Hartford Arts Council	X				
23	Hartford Courant					

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Director, Community Partnerships						
Date Posted: June 21, 2016						
Date Hired: August 22, 2016						
				<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
24	Hartford Neighborhood Centers		X			
25	Hispanic Health Council		X			
26	Jewish Family Service		X			
27	Lift Every Voice & Sing Gospel Festival		X			
28	Manchester Community Technical College		X			
29	Media Communications Association		X			
30	Middlesex Community Technical College		X			
31	Naugatuck Valley Community College		X			
32	Norwalk Community Technical College		X			
33	NTA Boston/New England Emmy Online Job Bank		X			
34	Permanent Commission on the Status of Women		X			
35	Porter & Chester Institute		X			
36	Post University		X			
37	Public Broadcasting Service		X			
38	Quinnipiac University		X			
39	Southern Connecticut State University		X			
40	Springfield Technical Community College		X			
41	St. Joseph College		X			
42	State of Connecticut Job Bank/CTHires		X			
43	Trinity College		X			
44	University of Bridgeport		X			
45	University of Connecticut		X			
46	Urban League of Greater Hartford		X			

Connecticut Public Broadcasting, Inc.							
Human Resource Dept. - Hiring Form							
Position: Director, Community Partnerships							
Date Posted: June 21, 2016							
Date Hired: August 22, 2016							
				Resumes Received	Candidates Interviewed	Hired Employee	
<u>Recruitment Efforts:</u>							
47	Urban League of Southwestern Connecticut		X				
48	Urban League of Springfield		X				
49	Western Connecticut State University		X				
50	YWCA Operations		X				
51	Temp Agency						
52	Referrals/Employee and Colleague		X				
53	Employee Applicant		X				
54	Unknown Source		X				
55	Indeed.com			13			
56	Linked In		X	1	1	1	
Totals				15	1	1	

Sakellarides, Meg

From: Moore, Jennifer
Sent: Tuesday, June 21, 2016 11:15 AM
To: All
Subject: Job posting - Director, Community Partnerships
Attachments: Director, Community Partnerships.pdf

Good morning,
FYI - CPBN is posting for a Director, Community Partnerships. The position will report to the Senior Sales Director. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Traffic Coordinator

Hire Date: 8/22/2016



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

July 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
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ONLINE

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Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

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JOB TITLE: Traffic Coordinator

REPORTS TO: Traffic Manager

JOB SUMMARY: The Traffic Coordinator is expected to work as a member of a well-trained and integrated team to realize the full potential of all of Connecticut Public Broadcasting Network's media streams through the successful implementation of program schedules, data base management of content, interstitials and other media. As part of the team, the Traffic Coordinator will work to ensure accurate schedules, flow of information (both internally and externally) and efficient workflow.

RESPONSIBILITIES include but are not limited to:

- Work with the Traffic Manager for the successful completion of all logs for CPBN's various programming streams including digital
- Database management of content related material to include the creation, implementation and confirmation of the program and record schedules, promo and marketing dub lists
- Insertion of interstitial materials into the log, including but not limited to promos, vignettes, institutional messaging, lower thirds, etc., on all CPTV programming streams
- Daily download of Prolink
- Transfer and distribution of the log and record schedule
- Development and implementation of ingest priority and purge lists (including programs, interstitials, promos and underwriter spots)
- Compiles and submits public file report on a quarterly basis
- Supports the Traffic Manager with APT uplink service
- Adheres to Standard Operating Procedures set by Joint Master Control

SKILLS AND QUALIFICATIONS:

- Graduation from high school or GED
- College degree preferred
- Knowledge of computer database management
- Excellent computer skills
- Experience using Myers ProTrack preferred
- Proficient user of Microsoft Office

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagani/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzola, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Prostan, Brian Ranstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zeborht; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

7/2016

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Traffic Coordinator						
Date Posted: July 25, 2016						
Date Hired: August 22, 2016						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
<u>Recruitment Efforts:</u>						
1	Adult Vocational Services	X				
2	African-American Affairs Commission	X				
3	Albertus Magnus College	X				
4	Asnuntuck Community Technical College	X				
5	Capitol Community Technical College	X				
6	Capitol Workforce	X				
7	Central Connecticut State University	X				
8	Commission on Latino & Puerto Rican Affairs	X				
9	Connecticut Association of Black Communicators	X				
10	Connecticut Association of Nonprofits	X				
11	Connecticut Broadcasters Association	X				
12	Connecticut Commission on Human Rights & Opportunities	X				
13	Connecticut Community Technical Colleges	X				
14	Connecticut Public Broadcasting Website	X	8	2		
15	Connecticut School of Broadcasting	X				
16	Connecticut State University System	X				
17	Corporation for Public Broadcasting	X				
18	Current					
19	Easter Seals Gtr. Hartford Rehabilitation Center	X				
20	Eastern Connecticut State University	X				
21	Gateway Community College	X				
22	Greater Hartford Arts Council	X				
23	Hartford Courant					

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Traffic Coordinator						
Date Posted: July 25, 2016						
Date Hired: August 22, 2016						
			<u>Resumes</u>	<u>Candidates</u>	<u>Hired</u>	
			<u>Received</u>	<u>Interviewed</u>	<u>Employee</u>	
24	Hartford Neighborhood Centers		X			
25	Hispanic Health Council		X			
26	Jewish Family Service		X			
27	Lift Every Voice & Sing Gospel Festival		X			
28	Manchester Community Technical College		X			
29	Media Communications Association		X			
30	Middlesex Community Technical College		X			
31	Naugatuck Valley Community College		X			
32	Norwalk Community Technical College		X			
33	NTA Boston/New England Emmy Online Job Bank		X			
34	Permanent Commission on the Status of Women		X			
35	Porter & Chester Institute		X			
36	Post University		X			
37	Public Broadcasting Service		X			
38	Quinnipiac University		X			
39	Southern Connecticut State University		X			
40	Springfield Technical Community College		X			
41	St. Joseph College		X			
42	State of Connecticut Job Bank/CTHires		X			
43	Trinity College		X			
44	University of Bridgeport		X			
45	University of Connecticut		X			
46	Urban League of Greater Hartford		X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Traffic Coordinator						
Date Posted: July 25, 2016						
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		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
<u>Recruitment Efforts:</u>						
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X				
53	Employee Applicant	X				
54	Unknown Source	X				
55	Indeed.com	100	2	1		
56	Linked In					
Totals		108	4	1		

Sakellarides, Meg

From: Moore, Jennifer
Sent: Monday, July 25, 2016 3:37 PM
To: All
Subject: Job posting - Traffic Coordinator
Attachments: Traffic Coordinator.pdf

Good afternoon,
FYI - CPBN is posting for a Traffic Coordinator. The position will report to the Traffic Manager. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Manager, Leadership Giving

Hire Date: 9/6/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue Hartford, CT 06105-2411 860.278.5310
70 Audubon Street New Haven, CT 06510-1218 203.776.9677



CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

June 2016

ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

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Connecticut Magazine

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JOB TITLE: Manager, Leadership Giving (Full-time)

REPORTS TO: Director, Leadership Giving

JOB SUMMARY: Working with the Director of Leadership Giving and the Analyst for Leadership Giving, develop and implement strategic fundraising and cultivation activities to ensure that Leadership Giving goals are achieved. Oversee and support fundraising campaigns and events intended to bring in donations by major donors.

RESPONSIBILITIES:

DONOR CULTIVATION & STEWARDSHIP EVENTS (35%)

- Develop and implement cultivation events
- Manage donor database
- Manage stewardship program

COMMUNICATIONS (35%)

- Prepare written materials including correspondence, solicitation materials, and regular communications as part of the donor cultivation and stewardship process.
- Assess, develop and maintain all support materials for donor interactions
- Manage digital and social media representation to connect with current and potential donors

ANNUAL FUND PROGRAM (15%)

- Conceive, develop and manage annual campaigns
- Prospect program for new donors

FUND DEVELOPMENT COMMITTEE (15%)

- Manage activities that support the Fund Development Committee as tasked by Fund Development Chair and the CEO of CPBN

- Supervisor responsibility for Analyst, Leadership Giving.

SKILLS AND QUALIFICATIONS:

- Bachelor's Degree in business, non-profit management or related field
- Minimum of 5-7 years of experience in a nonprofit environment
- Motivated self-starter possessing honesty and integrity at the highest levels, with a proven track record of initiative, good follow-through, independent thinking, sound judgment and good instincts for effective donor relations
- Proficiency with MS Office Suite and graphic design knowledge expected. Working knowledge of Dream Weaver and Adobe Creative Suite a plus

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Daddlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faya Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Hands-on office administrative experience required
- Nonprofit fund development skill sets considered highly desirable
- Ability and willingness to work outside regular business hours, including some evening and weekends

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls please.

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06/16/16

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Manager, Leadership Giving						
Date Posted: Jun 16, 2016						
Date Hired: September 6, 2016						
		Resumes Received	Candidates Interviewed	Hired Employee		
Recruitment Efforts:						
1	Adult Vocational Services			X		
2	African-American Affairs Commission			X		
3	Albertus Magnus College			X		
4	Asnuntuck Community Technical College			X		
5	Capitol Community Technical College			X		
6	Capitol Workforce			X		
7	Careerbuilder	85		X		
8	Central Connecticut State University			X		
9	Commission on Latino & Puerto Rican Affairs			X		
10	Connecticut Association of Black Communicators			X		
11	Connecticut Association of Nonprofits			X		
12	Connecticut Broadcasters Association			X		
13	Connecticut Commission on Human Rights & Opportunities			X		
14	Connecticut Community Technical Colleges			X		
15	Connecticut Public Broadcasting Website	6	2	X		1
16	Connecticut School of Broadcasting			X		
17	Connecticut State University System			X		
18	Corporation for Public Broadcasting			X		
19	Current					
20	Easter Seals Gtr. Hartford Rehabilitation Center			X		
21	Eastern Connecticut State University			X		
22	Gateway Community College			X		
23	Greater Hartford Arts Council			X		

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Manager, Leadership Giving						
Date Posted: Jun 16, 2016						
Date Hired: September 6, 2016						
		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>		
Recruitment Efforts:						
24	Hartford Courant					
25	Hartford Neighborhood Centers		X			
26	Hispanic Health Council		X			
27	Jewish Family Service		X			
28	Lift Every Voice & Sing Gospel Festival		X			
29	Manchester Community Technical College		X			
30	Media Communications Association		X			
31	Middlesex Community Technical College		X			
32	Naugatuck Valley Community College		X			
33	Norwalk Community Technical College		X			
34	NTA Boston/New England Emmy Online Job Bank		X			
35	Permanent Commission on the Status of Women		X			
36	Porter & Chester Institute		X			
37	Post University		X			
38	Public Broadcasting Service		X			
39	Quinnipiac University		X			
40	Southern Connecticut State University		X			
41	Springfield Technical Community College		X			
42	St. Joseph College		X			
43	State of Connecticut Job Bank/CTHires		X			
44	Trinity College		X			
45	University of Bridgeport		X			
46	University of Connecticut		X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Manager, Leadership Giving						
Date Posted: Jun 16, 2016						
Date Hired: September 6, 2016						
<u>Recruitment Efforts:</u>						
			<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
47	Urban League of Greater Hartford	X				
48	Urban League of Southwestern Connecticut	X				
49	Urban League of Springfield	X				
50	Western Connecticut State University	X				
51	YWCA Operations	X				
52	Temp Agency					
53	Referrals/Employee and Colleague	X	2	2		
54	Employee Applicant	X				
55	Unknown Source	X				
56	Indeed.com		25			
57	Linked In	X				
Totals			118	4	1	

Sakellarides, Meg

From: Moore, Jennifer
Sent: Thursday, June 16, 2016 5:42 PM
To: All
Subject: Job posting - Manager, Leadership Giving
Attachments: Manager, Leadership Giving.pdf

Good afternoon,
FYI - CPBN is posting for a Manager, Leadership Giving. The position will report to the Director, Leadership Giving. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Multimedia Education Specialist

Hire Date: 9/6/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

July 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

At the Connecticut Public Broadcasting Network (CPBN), our vision is to be one of the world's bravest public media organizations, exploring territory in ways no one else can and empowering our audience to make our world a more extraordinary place to live. As the home of CPTV, WNPR and the Learning Lab, we deliver hundreds of hours of quality programming across our radio, television and digital platforms each week, delivering award-winning journalism, original content and educational experiences that feed our citizens' curiosity and love of learning. CPTV is a locally and nationally recognized producer and presenter of quality public television programming. WNPR is an affiliate of National Public Radio, Public Radio International and American Public Media. The Learning Lab serves high school seniors and is home to the Institute for Advanced Media, a program that provides the men and women of our armed forces and adult learners an opportunity to learn skills necessary for the 21st century digital media workplace.

JOB TITLE: Multimedia Education Specialist

REPORTS TO: Education Partnership Program Manager

JOB SUMMARY: The Multimedia Education Specialist provides educational instruction and support for students with a focus on video production and editing. This position requires the skill set of a multimedia producer with the ability to coach and train students in applications and equipment related to multimedia production. The Education Specialist will provide technical and editorial instructional support, develop strong working relationships with students, provide solid leadership, contribute to a positive learning culture, and assist students both in and out of the classroom. Education Specialists support the professional development of students, adult learners and/or veterans, in digital arts, video production, radio broadcast, media content and design. Additionally, Multimedia Education Specialists may be assigned roles on various productions occurring throughout the organization. Candidates must be interested in their own professional development and have the ability to communicate effectively with associated administrators, students, family members and staff.

RESPONSIBILITIES:

- Coaching and training students in multimedia production with a focus on video production and editing
- Contribute to the development and implementation of multimedia curriculum
- Serve on CPBN production team to participate in various multimedia projects
- Communicate responsibly with students, families, CPBN staff and community partners
- Encourage active and positive learning in a classroom environment
- Instruct students in an ethical and professional manner
- Provide special events coverage to include set design, lighting, audio/video recording and assisting with room setup and breakdown
- Follow equipment maintenance and inspection guidelines
- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in multimedia, broadcasting, or journalism preferred, with at least two years media creation experience in education, training, broadcasting and/or video production required
- Strong operational knowledge of Adobe® Creative Suite a must, Avid Pro Tools, Broadcast Pix and Ross video switchers, PreSonus StudioLive audio boards, Panasonic GH4 cameras, Sony EX-3 cameras, Panasonic HM150 cameras, iMac, MacMini, and MacPro computers highly preferred
- Experience with digital arts and radio broadcast a plus
- Thorough understanding of in-studio and on-remote television, radio and web production and distribution preferred
- Demonstrated experience using educational technology as a training tool preferred

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzola, Arnold Chase, Daniel Crown, Christopher Dudley, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Theo Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Joy Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

- Exceptional written and oral communications abilities, particularly research, editing and presentation skills, in order to present complex ideas clearly
- Strong organizational and project management skills
- Experience in creatively and effectively adapting, developing and implementing innovative curricula
- Ability to maintain accurate documentation for student attendance, academic records and grant reports
- Interest in providing direction, leadership and guidance to students

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

07/12/16

Connecticut Public Broadcasting, Inc.								
Human Resource Dept. - Hiring Form								
Position: Multimedia Education Specialist								
Date Posted: July 12, 2016								
Date Hired: September 6, 2016								
	Recruitment Efforts:	Recruitment	Not a Candidate	Candidates	Schedule			
			Resumes	Interviewed	Hired			
			Received		Employee			
1	Adult Vocational Services	X						
2	African-American Affairs Commission	X						
3	Albertus Magnus College	X						
4	Asnuntuck Community Technical College	X						
5	Capitol Community Technical College	X						
6	Capitol Workforce	X						
7	Central Connecticut State University	X						
8	Commission on Latino & Puerto Rican Affairs	X						
9	Connecticut Association of Black Communicators	X						
10	Connecticut Association of Nonprofits	X						
11	Connecticut Broadcasters Association	X						
12	Connecticut Commission on Human Rights & Opportunities	X						
13	Connecticut Community Technical Colleges	X						
14	Connecticut Public Broadcasting Website	X	3	1	1			
15	Connecticut School of Broadcasting	X						
16	Connecticut State University System	X						
17	Corporation for Public Broadcasting	X						
18	Current							
19	Easter Seals Grt. Hartford Rehabilitation Center	X						
20	Eastern Connecticut State University	X						
21	Gateway Community College	X						
22	Greater Hartford Arts Council	X						
23	Hartford Courant							

Connecticut Public Broadcasting, Inc.									
Human Resource Dept. - Hiring Form									
Position: Multimedia Education Specialist									
Date Posted: July 12, 2016									
Date Hired: September 6, 2016									
		Recruitment	Not a Candidate	Candidate	Schedule				
			Resumes	Candidates	Hired				
			Received	Interviewed	Employee				
<u>Recruitment Efforts:</u>									
24	Hartford Neighborhood Centers	X							
25	Hispanic Health Council	X							
26	Jewish Family Service	X							
27	Lift Every Voice & Sing Gospel Festival	X							
28	Manchester Community Technical College	X							
29	Media Communications Association	X							
30	Middlesex Community Technical College	X							
31	Naugatuck Valley Community College	X							
32	Norwalk Community Technical College	X							
33	NTA Boston/New England Emmy Online Job Bank	X							
34	Permanent Commission on the Status of Women	X							
35	Porter & Chester Institute	X							
36	Post University	X							
37	Public Broadcasting Service	X							
38	Quinnipiac University	X							
39	Southern Connecticut State University	X							
40	Springfield Technical Community College	X							
41	St. Joseph College	X							
42	State of Connecticut Job Bank/CTHires	X							
43	Trinity College	X							
44	University of Bridgeport	X							
45	University of Connecticut	X							
46	Urban League of Greater Hartford	X							

Connecticut Public Broadcasting, Inc.									
Human Resource Dept. - Hiring Form									
Position: Multimedia Education Specialist									
Date Posted: July 12, 2016									
Date Hired: September 6, 2016									
	Recruitment	Not a Candidate	Candidate	Schedule					
		Resumes	Candidates	Hired					
		<u>Received</u>	<u>Interviewed</u>	<u>Employee</u>					
<u>Recruitment Efforts:</u>									
47	Urban League of Southwestern Connecticut	X							
48	Urban League of Springfield	X							
49	Western Connecticut State University	X							
50	YWCA Operations	X							
51	Temp Agency								
52	Referrals/Employee and Colleague	X	2	1					
53	Employee Applicant	X							
54	Unknown Source	X							
55	Indeed.com		48	8					
56	Linked In		1						
57	Glassdoor		1						
58	Careerbuilder.com	X	3						
Totals			58	10					1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Tuesday, July 12, 2016 3:08 PM
To: All
Subject: Job posting - Multimedia Education Specialist
Attachments: Multimedia Education Specialist.pdf

Good afternoon,
FYI - CPBN is posting for a Multimedia Education Specialist. The position will report to the Education Partnership Program Manager. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Account Manager,
Community Partnerships

Hire Date: 9/19/2016



CONNECTICUT PUBLIC BROADCASTING NETWORK

1049 Asylum Avenue
Hartford, CT 06105-2411
860.278.5310

70 Audubon Street
New Haven, CT 06510-1218
203.776.9677

CONNECTICUT PUBLIC BROADCASTING, INC.

Position Announcement

April 2016



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

The Connecticut Public Broadcasting Network (CPBN) is home to CPTV, WNPR and the Learning Lab. CPTV is a locally and nationally recognized producer and presenter of quality public television programming, including original documentaries, public affairs and educational programming. WNPR is an affiliate of National Public Radio, Public Radio International and American Public Media. The Learning Lab serves high school seniors through a partnership with Hartford Public Schools and the Journalism and Media Academy Magnet School. It is also home to the Institute for Advanced Media, a program that provides the men and women of our armed forces and adult learners an opportunity to learn skills necessary for the 21st century digital media workplace.

JOB TITLE: Account Manager

REPORTS TO: Senior Sales Director

JOB SUMMARY: CPBN is seeking an Account Manager in its Sales and Corporate Sponsorships Department. Reporting directly to the Senior Sales Director, the ideal candidate will work to sell a portfolio of media properties, which include CPTV, WNPR, cpbn.org, cptv.org, and wnpr.org, as well as events and community outreach initiatives. The Account Manager will develop new business opportunities through new and existing clients by creating proactive and creative solutions to clients' needs, utilizing CPBN's multi-media platforms and services. Manage clients' accounts through regular communication, project management, brand strategy development, traffic coordination and post-sale delivery.

RESPONSIBILITIES:

- Strategize marketing and business development opportunities; develop and implement responses to significant business and cross-selling opportunities; and oversee the management and tracking of campaign fulfillment
- Develop client profiles
- Develop new and effective marketing strategies for clients
- Develop new revenue opportunities for all media platforms—TV, radio, web, print—as well as event outreach and community events
- Maintain regular communication with clients
- Responsible for individual sales and corporate sponsorship revenue goals

SKILLS AND QUALIFICATIONS:

- Minimum of 5 years of sales and/or marketing experience with a proven track record and the ability to “think outside the box”
- Sales and account management experience
- Bachelor's degree

DESIRED CHARACTERISTICS:

- Strong knowledge of media business
- Understanding and utilization of general marketing and advertising concepts, particularly in the broadcast and cable industry
- Ability to set goals, meet deadlines and successfully manage multiple assignments concurrently
- Strong organizational and analytical skills
- Attraction to continuous change and a demonstrated ability to thrive in such an environment
- Self-motivation and resourcefulness
- Proficiency in MS Word, Excel, Outlook and PowerPoint
- Demonstrated success working on developing business initiatives or emerging projects
- Experience in driving business and revenue initiatives
- Effective communication and presentation skills
- National underwriting experience a plus

BOARD OF TRUSTEES: Francisco Borges/Chair; Jeffrey Hoffman/Vice Chair; Pamela Pagan/Secretary; Joyce Ahrens, Tim Bannon, Thomas Barnes, Bruce Bozsum, Paul Bucha, Gregory Butler, Christopher Campbell, Gayle Capozzalo, Arnold Chase, Daniel Crown, Christopher Dadlez, Arthur Diedrick, Jerry Franklin (ex officio), Lynn Fusco, Peter Kelly, Mary McLaughlin, Thea Montanez, William Nickerson, George Norfleet, Jerry Plush, Faye Preston, Brian Renstrom, Rick Richter, Roger Williams, Jay Youngling, Michael Zebarth; Edith Bjornson, Carl Chadburn and Laura Lee Simon (Trustee Emeriti)

TO APPLY:

Send resume, cover letter (including where candidate found out about the position), and salary requirements to Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: humanresources@cptv.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

04/26/16

Connecticut Public Broadcasting, Inc.					
Human Resource Dept. - Hiring Form					
Position: Account Manager					
Date Posted: April 27, 2016					
Date Hired: September 19, 2016					
		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>	
<u>Recruitment Efforts:</u>					
1	Adult Vocational Services	X			
2	African-American Affairs Commission	X			
3	Albertus Magnus College	X			
4	Asnuntuck Community Technical College	X			
5	Capitol Community Technical College	X			
6	Capitol Workforce	X			
7	Central Connecticut State University	X			
8	Commission on Latino & Puerto Rican Affairs	X			
9	Connecticut Association of Black Communicators	X			
10	Connecticut Association of Nonprofits	X			
11	Connecticut Broadcasters Association	X			
12	Connecticut Commission on Human Rights & Opportunities	X			
13	Connecticut Community Technical Colleges	X			
14	Connecticut Public Broadcasting Website	X	4		
15	Connecticut School of Broadcasting	X			
16	Connecticut State University System	X			
17	Corporation for Public Broadcasting	X			
18	Current				
19	Easter Seals Gtr. Hartford Rehabilitation Center	X			
20	Eastern Connecticut State University	X			

Connecticut Public Broadcasting, Inc.						
Human Resource Dept. - Hiring Form						
Position: Account Manager						
Date Posted: April 27, 2016						
Date Hired: September 19, 2016						
				<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
<u>Recruitment Efforts:</u>						
41	St. Joseph College	X				
42	State of Connecticut Job Bank/CTHires	X				
43	Trinity College	X				
44	University of Bridgeport	X				
45	University of Connecticut	X				
46	Urban League of Greater Hartford	X				
47	Urban League of Southwestern Connecticut	X				
48	Urban League of Springfield	X				
49	Western Connecticut State University	X				
50	YWCA Operations	X				
51	Temp Agency					
52	Referrals/Employee and Colleague	X		2	1	1
53	Employee Applicant	X				
54	Unknown Source	X				
55	Indeed.com			37		
56	Linked In					
57	Careerbuilder.com	X		100		
Totals				143	1	1

Sakellarides, Meg

From: Moore, Jennifer
Sent: Wednesday, April 27, 2016 9:07 AM
To: All
Subject: Job posting - Account Manager
Attachments: Account Manager_0416.pdf

Good morning,
FYI - CPBN is posting for an Account Manager. The position will report to the Senior Sales Director. Please see the attached job posting for additional information. Also, if you know of anyone who might be interested in applying for this job, feel free to send him/her the posting for consideration.

Best regards,

Jennifer A. Moore
Office of the Chief Operating Officer
Connecticut Public Broadcasting Network
CPTV | WNPR | CPTV4U | CPTV Sports
1049 Asylum Avenue
Hartford, Connecticut 06105
jmoore@cpbn.org

Attachment E

Required Audit Documentation
December 1, 2016 – November 30, 2017

Fellow/Educational Programs

Hire Date: 8/7/2017

CONNECTICUT PUBLIC BROADCASTING, INC.
Newman's Own Fellowship in Partnership with CPBN
Position Announcement

JOB TITLE: Education Fellow

REPORTS TO: Director of Education

JOB SUMMARY: Creating and teaching interactive media requires curiosity and a willingness to dive into something new and unfamiliar. That is why CPBN is seeking an enterprising Education Fellow to foster intellectual curiosity in the public media landscape. The Education Fellow is responsible for training students, creating inspirational content, further developing our new program for digital education and news literacy and providing support for station media based assignments to engage learners of all ages.

As an Education Fellow, you will have an opportunity to help scale the *Thinkalong* program and bring the power of public media to schools across the state. It will be your job to develop relationships with teachers and to drive initiatives to inspire young minds to think critically, attain media literacy, and participate in debate.

As an Education Fellow, you will provide technical and editorial support to students in a learning environment. Your role will support the professional development of students, teachers, adult learners and veterans—in digital arts, video production, radio broadcast, media content and design and the art of debate.

The Education Fellow will provide technical and editorial instructional support, develop strong working relationships with students, provide solid leadership, contribute to a positive learning culture, and assist students both in and out of the classroom.

Candidates must be interested in their own professional development and have the ability to communicate effectively with associated administrators, students, family members and staff.

RESPONSIBILITIES:

- Coaching and training students in multimedia production with a focus on video production and editing
- Contribute to the development and implementation of multimedia curriculum
- Serve on CPBN production team to participate in various multimedia projects
- Communicate responsibly with students, families, CPBN staff and community partners
- Encourage active and positive learning in a classroom environment
- Instruct students in an ethical and professional manner
- Provide special events coverage to include set design, lighting, audio/video recording and assisting with room setup and breakdown
- Follow equipment maintenance and inspection guidelines
- Collaborate with internal stakeholders to develop marketing messages for the Learning Lab
- Develop original news stories as well as content curation varying audiences
- Assist with the buildout of *Thinkalong* for middle school students in CT
- Community and educational engagement to promote and market *Thinkalong* to CT middle schools
- Showcase Learning Lab student work
- Participate in digital content and social media best practices and submissions
- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- Bachelor's degree in multimedia, broadcasting, or journalism, with at least two years media creation experience in education, training, broadcasting and/or video production preferred
- Strong operational knowledge of Adobe© Creative Suite a must, Avid Pro Tools, Broadcast Pix and Ross video switchers, PreSonus StudioLive audio boards, Panasonic GH4 cameras, Sony EX-3 cameras, Panasonic HM150 cameras, iMac, MacMini, and MacPro computers highly preferred
- Exceptional written and oral communications abilities, particularly research, editing and presentation skills, in order to present complex ideas clearly

- Self-starter with the willingness to learn is a must
- Strong organizational and project management skills
- Ability to develop and implement innovative curricula
- Understanding of in-studio and on-remote television, radio and web production and distribution preferred
- Ability to maintain accurate documentation for student attendance, academic records and grant reports
- Interest in providing direction, leadership and guidance to students

Screening:

Send resume and cover letter (including where candidate found out about the position), to Donna Sodipo, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, CT 06105/ E-mail: dsodipo@cpbn.org. **Resumes and cover letters must be received by March 31, 2017.** No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply. This position is funded through a grant from the Newman's Own Foundation.

**Senior Vice President,
Strategy and Development**
Hire Date: 10/3/2017



Position Announcement June, 2017

Job Title: Senior Vice President of Strategy and Development

Reports to: President and CEO

Job Summary: The Senior Vice President of Strategy and Development will be a strategic thought leader and collaborative partner in driving success for a vibrant \$22 million not-for-profit organization. Successful candidate will be responsible for an integrated, strategic institutional advancement program to expand awareness, increase public engagement, and increase financial support to the Connecticut Public Broadcasting Network (CPBN). In this leadership position, the Senior Vice President of Strategy and Development structures and oversees a comprehensive action plan that results in increased funding, a strong public profile, vibrant partnerships, and increased involvement by members, donors, sponsors, and stakeholders in the work of CPBN.

Responsibilities:

- **Institutional Advancement Leadership:** Design, lead, and direct CPBN's multi-level development strategies to meet revenue generation goals, advance CPBN's strategic priorities and ensure the effective stewardship, engagement, and service of all supporters of CPBN.

Areas of oversight include:

- Membership campaigns
 - Leadership/major giving
 - Grants/Foundations
 - Corporate Partnerships: Sponsorships, Advertising, Underwriting
 - Events
 - Audience and donor services
 - Database management/donor management/financial reporting
 - Communities of Interest (a newly-developed strategic priority)
- **Donor / Audience / Partner Engagement:** Through cultivation, stewardship, and solicitation activities, build meaningful relationships with current and prospective donors,

members, sponsors, and partners to foster and grow participation, engagement and investment.

- Working with team members and departmental leaders, develop and implement a cohesive partnership and engagement strategy to support institutional and fund development priorities and to expand CPBN's reach and profile.

- **Strategy, Planning, and Innovation:**

- Provide strategic leadership and oversee the implementation of the Communities of Interest new business model to expand audience engagement opportunities and provide new revenue sources for CPBN's public media mission.
- Work with department leaders to develop an integrated development, marketing communications and partnership plan that aligns resource opportunities with CPBN programming and institutional priorities and builds out a compelling brand platform and communications strategies to inspire current and prospective donors and supporters.
- Support the development of a strategic operating plan and supporting departmental action / operating plans to align priorities within CPBN's multi-media platforms and services with current and prospective resource opportunities.

- **Communications and Marketing:** Collaborating with the marketing team, design an integrated plan with fund development to tell the CPBN story to current and growth audience segments and donor groups; increase CPBN's profile as a respected, trusted, and valued source of news and information; grow financial support of CPBN; and advance knowledge of and participation in Communities of Interest.

- **Serve as liaison to CPBN lobbyist** on state and federal funding and policy matters.

- **Board Liaison to Fund Development Committee:** Working with the President and CEO, Fund Development Committee and other Board leaders, oversee Board members' roles and responsibilities in advancing the development work of CPBN.

Required Skills and Qualifications:

- Bachelor's degree in related field; Master's degree preferred.
- Minimum ten (10) years of related experience.
- Demonstrated success in non-profit and business management with senior level experience in fundraising, communications, marketing, strategy development, program implementation, relationship building, board governance, customer service and budget oversight.
- Proven success in managing a portfolio of revenue-generating activities and closing major gifts or sponsorship opportunities.

- Experience managing, motivating, and directing staff, volunteers, others.

Desired Characteristics:

- Ability to create and manage diverse, multilevel partnerships with organizations and groups of individuals that provide meaningful experiences for participants and added value for CPBN.
- Strong analytical skills; self-motivated with ability to prioritize, lead and manage multiple projects.
- Skill and ability to represent CPBN within the community and industry.
- Exceptional skills in oral and written communication.
- Flexible and open to change. A problem solver, team player, visionary and pragmatic.
- Proficiency with Microsoft Office Suite.

To Apply: Send resume, cover letter (including where candidate learned about the position), and salary requirements to: President and Chief Executive Officer, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, Connecticut 06105 or email to humanresources@cpbn.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Posted 6/5/17

Position: Senior Vice President of Strategy and Development					
Date Posted: June 5, 2017					
Date Hired: October 3, 2017					
			Resumes Received	Candidates Interviewed	Hired Employee
<u>Recruitment Efforts:</u>					
29	Lincoln College of New England	X			
30	Lift Every Voice & Sing Gospel Festival	X			
31	Manchester Community Technical College	X			
32	Media Communications Association	X			
33	Middlesex Community Technical College	X			
34	Naugatuck Valley Community College	X			
35	Norwalk Community Technical College	X			
36	NTA Boston/New England Emmy Online Job Bank	X			
37	Permanent Commission on the Status of Women	X			
38	Porter & Chester Institute	X			
39	Post University	X			
40	Public Broadcasting Service	X			
41	Quinnipiac University	X			
42	Rensselaer Polytechnic Institute	X			
43	Southern Connecticut State University	X			
44	Springfield Technical Community College	X			
45	St. Joseph College	X			
46	State of Connecticut Job Bank/CT Job Central	X			
47	Trinity College	X			
48	Tunxis Community College	X			
49	University of Bridgeport	X			
50	University of Connecticut	X			
51	University of Hartford	X			
52	Urban League of Greater Hartford	X			
53	Urban League of Southwestern Connecticut	X			
54	Urban League of Springfield	X			
55	Western Connecticut State University	X			
56	YWCA Operations	X			
57	Careerbuilder.com	X			
58	Temp Agency	X			
59	Referrals/Employee and Colleague	X	2	2	1

Position: Senior Vice President of Strategy and Development

Date Posted: June 5, 2017

Date Hired: October 3, 2017

Recruitment Efforts:

				<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
60	Employee Applicant					
61	Indeed.com	X		38		
62	LinkedIn Feed	X		1		
63	Google			1		
Totals				45	2	1

Sakellarides, Meg

From: Sakellarides, Meg
Sent: Monday, June 05, 2017 9:20 AM
To: All
Subject: Position Announcement - Senior Vice President of Strategy and Development
Attachments: Senior Vice President of Strategy and Development Position Description.pdf

Please see the attached announcement for the hiring of a Senior Vice President of Strategy and Development. If you know of any candidates who might meet the requirements for the position, please feel free to forward the posting to him/her for consideration.

Thanks,
Meg

Meg Sakellarides
Chief Financial Officer
Connecticut Public Broadcasting Network
1049 Asylum Avenue
Hartford, Connecticut 06105
phone: (860) 275 7350 (direct dial)
fax: (860) 275 7479
email: msakellarides@cptv.org, msakellarides@wnpr.org

Director of Marketing and Research

Hire Date: 10/4/2017



Position Announcement August, 2017

Job title: Director of Marketing and Research
Reports to: Senior Vice President of Marketing and Branding

Job Summary:

The Director of Marketing and Research works with the marketing team to direct and implement data-driven brand and marketing initiatives that build brand equity; promote CPBN programming and initiatives; drive audience and membership growth and engagement on all platforms; and support diverse fundraising activities. The ideal candidate will possess strong strategic, campaign development and copywriting skills, as well as data analysis and digital marketing skills.

Research and Data Analysis: Lead and inform data-driven marketing decisions.

- Direct market research collection, analysis, and interpretation of market data.
- Align leadership and new initiatives with market research and audience/member insights.
- Conduct customer, brand and market research initiatives.
- Drive analysis of market trends, public media developments, and changes in external audiences' preferences to identify opportunities and risks impacting the organization's growth.
- Monitor website analytics and SEO standing, provide strategic recommendations for content additions, updates, changes.
- Provide ideas for improved user experience and conversion optimization on websites.

Strategic Marketing: Develop and execute strategic, integrated marketing plans and campaigns that achieve specific goals.

- Develop and implement marketing campaigns to support programming, new product introductions, and fundraising initiatives.
- Develop integrated marketing plans designed to achieve specific marketing objectives, (e.g. growing audience/listeners/users/viewership; increasing engagement; attracting /converting new members, attracting sponsors and funders, etc.).

- Provide concept development and copywriting for initiatives that may be executed on radio, television, print and online.
- Provide creative development and implementation of strategic social media and online marketing campaigns to attract/convert/engage and build brand advocacy.
- Develop content marketing strategies for implementation; assist with email marketing initiatives.
- Create and implement marketing programs designed to support specific fundraising initiatives, including underwriting, membership drives, and leadership giving programs.
- Act as a steward of the brand, ensuring that all initiatives are in line with mission.
- Develop and manage expenses and budgets.
- Negotiate with media partners to guarantee advantageous contracts.
- Demonstrate excellent communication, writing and interpersonal skills.

To Apply: Send resume, cover letter (including where candidate learned about the position), and salary requirements to: Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, Connecticut 06105 or email to humanresources@cpbn.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Connecticut Public Broadcasting, Inc.				11/14/2017
Human Resource Department - Hiring Form				
Position: Director of Marketing and Research				
Date Posted: August 24, 2017				
Date Hired: October 04, 2017				
<u>Recruitment Efforts:</u>		<u>Resumes Received</u>	<u>Candidates Interviewed</u>	<u>Hired Employee</u>
1	Adult Vocational Services	X		
2	African-American Affairs Commission	X		
3	Albertus Magnus College	X		
4	American School for the Deaf	X		
5	Asnuntuck Community Technical College	X		
6	Capitol Community Technical College	X		
7	Capitol Workforce	X		
8	Central Connecticut State University	X		
9	City of Hartford, Procurement Services Unit	X		
10	Connecticut Association of Black Communicators	X		
11	Connecticut Association of Nonprofits	X		
12	Connecticut Broadcasters Association	X		
13	Connecticut Community Technical Colleges	X		
14	Connecticut Public Broadcasting Website	X	2	
15	Connecticut School of Broadcasting	X		
16	Connecticut State University System	X		
17	Corporation for Public Broadcasting	X		
18	Current			
19	Easter Seals Gtr. Hartford Rehabilitation Center	X		
20	Eastern Connecticut State University	X		
21	Gateway Community College	X		
22	Greater Hartford Arts Council	X		
23	Hartford Neighborhood Centers	X		
24	Hispanic Health Council	X		
25	Housatonic Community College	X		
26	Jewish Family Service	X		
27	Lift Every Voice & Sing Gospel Festival	X		
28	Manchester Community Technical College	X		



View published New draft Moderate

Revision state: *Published*
 Most recent revision: Yes
 Actions: [Unpublish this revision](#)

Radio & Television



[Edit](#) [Unpublish](#)

Director of Marketing and Research

Job Description:

The Director of Marketing and Research works with the marketing team to direct and implement data-driven brand and marketing initiatives that build brand equity; promote CPBN programming and initiatives; drive audience and membership growth and engagement on all platforms; and support diverse fundraising activities. The ideal candidate will possess strong strategic, campaign development and copywriting skills, as well as data analysis and digital marketing skills.

Research and Data Analysis: Lead and inform data-driven marketing decisions.

- Direct market research collection, analysis, and interpretation of market data.
- Align leadership and new initiatives with market research and audience/member insights.
- Conduct customer, brand and market research Initiatives.
- Drive analysis of market trends, public media developments, and changes in external audiences' preferences to identify opportunities and risks impacting the organization's growth.
- Monitor website analytics and SEO standing, provide strategic recommendations for content additions, updates, changes.
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Strategic Marketing: Develop and execute strategic, integrated marketing plans and campaigns that achieve specific goals.

- Develop and implement marketing campaigns to support programming, new product introductions, and fundraising initiatives.
- Develop integrated marketing plans designed to achieve specific marketing objectives, (e.g. growing audience/listeners/users/viewership; increasing engagement; attracting /converting new members, attracting sponsors and funders, etc.).

Provide concept development and copywriting for initiatives that may be executed on radio, television, print and online.

- Provide creative development and implementation of strategic social media and online marketing campaigns to attract/convert/engage and build brand advocacy.
- Develop content marketing strategies for implementation; assist with email marketing initiatives.
- Create and implement marketing programs designed to support specific fundraising initiatives, including underwriting, membership drives, and leadership giving programs.
- Act as a steward of the brand, ensuring that all initiatives are in line with mission.
- Develop and manage expenses and budgets.
- Negotiate with media partners to guarantee advantageous contracts.
- Demonstrate excellent communication, writing and interpersonal skills.

🏢 Organization:

Connecticut Public Broadcasting, Inc.

📍 Job Location:

Hartford, CT
 United States

📁 Job Category:

Communications/Marketing

📅 Deadline:

Friday, September 22, 2017

🕒 Job Type:

Full time

🕒 Hours Per Week:

40.00

📎 Send Application Materials To:

To Apply: Send resume, cover letter (including where candidate learned about the position), and salary requirements to: Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, Connecticut 06105 or email to humanresources@cpbn.org. No phone calls, please.

✉ Email:

dchasse@cpbn.org

📍 Job Field:

Go to member view

Connecticut Public Broadcasting Network

Admin view

Posted by Sarah DeFilippis • 8/24/2017 • Sponsor now

Connecticut Public Broadcasting Network

931 followers
1yr

Are you passionate about promoting public media? CPBN is looking for a Director of Marketing and Research. <https://lnkd.in/dx7y7Kh>



Director of Marketing and Research

cpbn.org

4 Likes

Like Comment

Organic Reach: 1,672 Impressions

Show stats

**WNPR Producer,
Where We Live
Hire Date: 11/13/2017**



Position Announcement August, 2017

Job Title: Talk Show Producer, *Where We Live*

Reports To: Executive Producer, WNPR

Job Summary:

Join the team that produces *Where We Live*, one of WNPR's signature award-winning daily programs hosted by Lucy Nalpathanchil. The call-in show explores where we live in Connecticut, who we are, and our place in the world.

The position serves as producer for WNPR's morning news/talk show, *Where We Live* and successful candidate will pitch a wide range of show ideas and books and will interview guests, research topics, and follow news and trends. Candidate will create content for WNPR.org and is proficient in using various social media platforms.

Responsibilities:

- Generates ideas and works closely with show host, other producers, and reporters to develop program segments. Develops long-term coverage ideas for the show, including series and specials.
- Pitches show ideas, books and researches guests, researches and writes daily scripts and show rundowns for on-air, website and promotional use.
- Records and edits audio. Produces and mixes content using audio equipment and digital editing software.
- Updates show in real time with emails, Twitter, and Facebook messages. Screens and curates listener phone calls during show, and responds to listener requests and correspondence.
- Produces web content, including daily uploads and updates of web page, photography and photo editing.

- Assists in promotions and outreach including live events.
- Requires occasional work on nights and weekends.
- Other duties as assigned.

Required Skills and Qualifications:

- Radio production and/or reporting experience preferred.
- Positive attitude, ability to work independently as well as with Host and producers in a team environment.
- Keeps informed of state, national, world news and cultural events. Reads a variety of publications and online news sources.
- Naturally curious, possesses ability to look at issues from a variety of perspectives.
- Ability to multitask, meet tight deadlines and perform under pressure of live broadcasting.
- Strong ability to write and edit copy to NPR guidelines.
- Computer literacy, ability to learn broadcast console and remote recorder operation.
- Stays informed on the latest trends in podcasting and audio production.

To Apply:

Send resume, cover letter (including where candidate learned about the position), and salary requirements to: Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, Connecticut 06105 or email to humanresources@cpbn.org. No phone calls, please.

Connecticut Public Broadcasting, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Posted 8/9/17

Connecticut Public Broadcasting, Inc.				11/14/2017
Human Resource Department - Hiring Form				
Position: WNPR Producer, Where We Live				
Date Posted: August 9, 2017				
Date Hired: November 13, 2017				
<u>Recruitment Efforts:</u>				
		Resumes Received	Candidates Interviewed	Hired Employee
1	Adult Vocational Services	X		
2	African-American Affairs Commission	X		
3	Albertus Magnus College	X		
4	American School for the Deaf	X		
5	Asnuntuck Community Technical College	X		
6	Capitol Community Technical College	X		
7	Capitol Workforce	X		
8	Central Connecticut State University	X		
9	City of Hartford, Procurement Services Unit	X		
10	Connecticut Association of Black Communicators	X		
11	Connecticut Association of Nonprofits	X		
12	Connecticut Broadcasters Association	X		
13	Connecticut Community Technical Colleges	X		
14	Connecticut Public Broadcasting Website	X	26	4
15	Connecticut School of Broadcasting	X	1	
16	Connecticut State University System	X		
17	Corporation for Public Broadcasting	X		
18	Current			
19	Easter Seals Gr. Hartford Rehabilitation Center	X		
20	Eastern Connecticut State University	X		
21	Gateway Community College	X		
22	Greater Hartford Arts Council	X		
23	Hartford Neighborhood Centers	X		
24	Hispanic Health Council	X		
25	Housatonic Community College	X		
26	Jewish Family Service	X		
27	Lift Every Voice & Sing Gospel Festival	X		
28	Manchester Community Technical College	X		

Connecticut Public Broadcasting, Inc.				11/14/2017
Human Resource Department - Hiring Form				
Position: WNPR Producer, Where We Live				
Date Posted: August 9, 2017				
Date Hired: November 13, 2017				
		Resumes Received	Candidates Interviewed	Hired Employee
29	Media Communications Association	X		
30	Middlesex Community Technical College	X		
31	Naugatuck Valley Community College	X		
32	Norwalk Community Technical College	X		
33	NTA Boston/New England Emmy Online Job Bank	X		
34	Permanent Commission on the Status of Women	X		
35	Porter & Chester Institute	X		
36	Post University	X		
37	Public Broadcasting Service	X		
38	Quinnipiac University	X		
39	Rensselaer Polytechnic Institute	X		
40	Southern Connecticut State University	X		
41	Springfield Technical Community College	X		
42	St. Joseph College	X		
43	State of Connecticut Job Bank/CT Job Central	X		
44	Tunxis Community College	X		
45	University of Bridgeport	X		
46	University of Connecticut	X		
47	University of Hartford	X		
48	Urban League of Greater Hartford	X		
49	Urban League of Southwestern Connecticut	X		
50	Urban League of Springfield	X		
51	Western Connecticut State University	X		
52	YWCA Operations	X		
53	Careerbuilder.com	X	1	
54	Temp Agency	X		
55	Referrals/Employee and Colleague	X	9	3
56	Employee Applicant	X	1	1

Sakellarides, Meg

From: Sakellarides, Meg
Sent: Tuesday, August 08, 2017 9:26 PM
To: All
Subject: Position Announcement - WNPR Producer, Where We Live
Attachments: WNPR Producer, Where We Live Position Description.pdf

Please see the attached announcement for the hiring of a WNPR Producer, *Where We Live*. If you know of any candidates who might meet the requirements for the position, please feel free to forward the posting to him/her for consideration.

Thanks,
Meg

Meg Sakellarides
Chief Financial Officer
Connecticut Public Broadcasting Network
1049 Asylum Avenue
Hartford, Connecticut 06105
phone: (860) 275 7350 (direct dial)
fax: (860) 275 7479
email: msakellarides@cptv.org, msakellarides@wnpr.org

[Go to member view](#)

Connecticut Public Broadcasting Network

Admin view

Posted by Sarah DeFilippis · 8/9/2017 · [Sponsor now](#)

Connecticut Public Broadcasting Network

931 followers
1 yr

WNPR is looking for a Talk Show Producer for our award-winning show. Where We Live. <https://lnkd.in/dVrnVCDm>



5 Likes

[Like](#) [Comment](#)

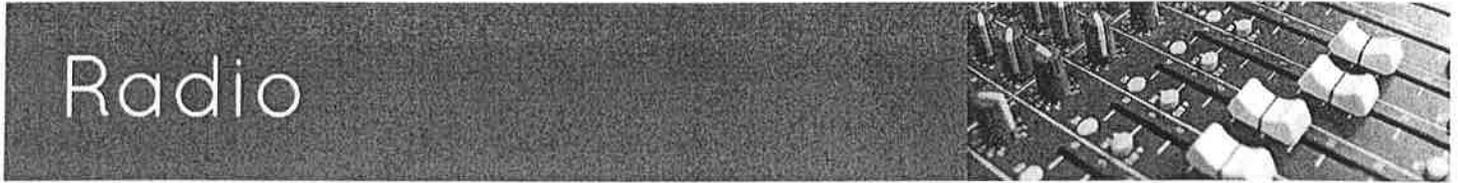
Organic Reach: 1,712 Impressions

[Show stats](#)



View published New draft Moderate

Revision state: *Published*
 Most recent revision: Yes
 Actions: *Unpublish this revision*



[Edit](#) [Unpublish](#)

Talk Show Producer, Where We Live

Job Description:

Join the team that produces *Where We Live*, one of WNPR's signature award-winning daily programs hosted by Lucy Nalpathanchil. The call-in show explores where we live in Connecticut, who we are, and our place in the world.

The position serves as producer for WNPR's morning news/talk show, *Where We Live* and successful candidate will pitch a wide range of show ideas and books and will interview guests, research topics, and follow news and trends. Candidate will create content for WNPR.org and is proficient in using various social media platforms.

Responsibilities:

- Generates ideas and works closely with show host, other producers, and reporters to develop program segments. Develops long-term coverage ideas for the show, including series and specials.
- Pitches show ideas, books and researches guests, researches and writes daily scripts and show rundowns for on-air, website and promotional use.
- Records and edits audio. Produces and mixes content using audio equipment and digital editing software.
- Updates show in real time with emails, Twitter, and Facebook messages. Screens and curates listener phone calls during show, and responds to listener requests and correspondence.
- Produces web content, including daily uploads and updates of web page, photography and photo editing.

2

- Assists in promotions and outreach including live events.
- Requires occasional work on nights and weekends.
- Other duties as assigned.

Required Skills and Qualifications:

- Radio production and/or reporting experience preferred.
- Positive attitude, ability to work independently as well as with Host and producers in a team environment.
- Keeps informed of state, national, world news and cultural events. Reads a variety of publications and online news sources.
- Naturally curious, possesses ability to look at issues from a variety of perspectives.
- Ability to multitask, meet tight deadlines and perform under pressure of live broadcasting.
- Strong ability to write and edit copy to NPR guidelines.
- Computer literacy, ability to learn broadcast console and remote recorder operation.
- Stays informed on the latest trends in podcasting and audio production.

🏢 Organization:

Connecticut Public Broadcasting, Inc.

📍 Job Location:

Hartford, CT
 United States

📁 Job Category:

Reporting

📅 Deadline:

Monday, September 11, 2017

🕒 Job Type:

Full time

🕒 Hours Per Week:

40.00

📎 Send Application Materials To:

Send resume, cover letter (including where candidate learned about the position), and salary requirements to: Human Resources, Connecticut Public Broadcasting, Inc., 1049 Asylum Avenue, Hartford, Connecticut 06105 or email to humanresources@cpbn.org. No phone calls, please.

✉ Email:

dchasse@cpbn.org

Attachment F

Equal Employment Opportunity Policy
(Employee Handbook)

Equal Employment Opportunity Policy

It is the policy of the Company to recruit, hire, transfer, and promote for all job categories without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other characteristic protected by local, state, or federal law, and to ensure that training, education, compensation, disciplinary action, demotion, promotion, termination, and all other employment decisions will be administered without regard to any characteristic protected by local, state, or federal law.

As a licensee of the Federal Communications Commission, the Company also has established recruitment procedures designed to attract and retain qualified job applicants from a wide and diverse group of candidates.

All employees are responsible for carrying out the Company's Equal Employment Opportunity Policy and for treating every co-worker with equal respect and dignity. The Company will take appropriate steps to ensure that all persons are treated in a non-discriminatory manner.

If an employee believes that he/she has been subject to discriminatory action, the matter should be discussed immediately with the employee's supervisor and the Human Resources Department. Complaints will be investigated promptly and, to the extent possible, confidentially. In the event that the employee feels that the complaint has not been fully addressed by the Human Resources Department, the complaint may be directed to the President of the Company.

If the Company determines that discrimination in violation of this policy has occurred, remedial action will be taken appropriate to the circumstances. Substantiated acts of discrimination will result in disciplinary action, up to and including suspension without pay and/or termination of employment. Appropriate action also will be taken to deter any future discrimination and the employee will be informed of the resolution of the matter.

The Company will not retaliate against an employee for filing a good faith complaint and will not knowingly permit retaliation by any employee of the Company. Employees or applicants are protected from coercion, intimidation, interference, or discrimination for having filed a good faith complaint or assisting with a legitimate investigation of a complaint. Threats or insinuations, either explicit or implicit, for reporting discrimination or aiding in the investigation of alleged discrimination that results in retaliation itself, are violations of this policy and applicable laws and will result in disciplinary action, up to and including suspension without pay and/or termination of employment.

Attachment G

Equal Employment Opportunity Program
Practices and Policies

Connecticut Public Broadcasting, Inc. (CPBI or the Company) has used a variety of methods to recruit widely in the station's community and to enhance and continually improve outreach. In addition, the Company provides meaningful opportunities for its workforce to achieve professional advancement. Many of the following practices and/or policies have been implemented by CPBI since the beginning of the current license term.

Below is a general outline of how we achieved broad and inclusive outreach during the two-year period covering December 1, 2012 – November 30, 2014.

I. General Policy

CPBI afforded equal employment opportunities in all personnel actions without regard to race, color, religion, national origin, or sex. CPBI followed its EEO program which is designed to fully utilize the skills of qualified persons. It was, and continues to be, our policy to provide equal employment opportunity to all qualified individuals without regard to race, color, religion, national origin, or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination.

It has been our policy to promote equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin, or sex. To make this policy effective and to ensure conformance with the Rules and Regulations of the Federal Communications Commission, CPBI followed its Equal Employment Opportunity Program which includes the following elements:

II. Responsibility for Implementation

The official with the responsibility for implementing the station's EEO program was the Chief Operating Officer of Connecticut Public Broadcasting, Inc. It was also the responsibility of all persons making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training, and termination of employees to ensure that CPBI's policy and program is adhered to and that no person is discriminated against in employment because of race, color, religion, national origin, or sex.

III. Policy Dissemination

To ensure that all members of the staff were cognizant of CPBI's equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts were made:

- (a) CPBI's employment application forms contained a notice informing prospective employees that discrimination because of race, color, religion, national origin, or sex is prohibited.
- (b) Appropriate notices were posted informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, state or federal agency if they believe they have been the victims of discrimination.
- (c) CPBI gained the cooperation of unions to help implement our EEO program and the union contracts contains a nondiscrimination clause.
- (d) CPBI's supervisors responsible for hiring staff members were instructed in the station's EEO policies and guidelines.

IV. Recruitment

CPBI provides a broad outreach regarding job vacancies at the station. We seek the help of local community organizations in referring qualified job candidates to the station or distributing information about job vacancies.

Beginning in November 2004, CPBI posted a form on its website inviting community groups, organizations, and universities to receive notification by mail, fax, and/or email of open positions at CPBI. Interested community organizations that wish to receive job vacancy information are instructed to print out a "Community Organizations Notification Request Form" and send it directly to CPBI. Once CPBI is notified of the entity's interest, CPBI will send an email to the organization alerting them to the fact that new positions are currently open. In addition, CPBI provides job vacancy information to the following organizations:

- * Adult Vocational Services/American School for the Deaf
- * African-American Affairs Commission
- * Albertus Magnus College
- * Asnuntuck Community College
- * Capital Community College
- * Capital Workforce
- * Central Connecticut State University
- * Commission on Latino & Puerto Rican Affairs
- * Connecticut Association of Black Communicators
- * Connecticut Association of Nonprofits
- * Connecticut Broadcasters Association
- * Connecticut Commission on Human Rights & Opportunities
- * Connecticut Community Colleges
- * Connecticut School of Broadcasting
- * Connecticut State University System
- * Corporation for Public Broadcasting
- * Current
- * Easter Seals Capital Region & Eastern Connecticut
- * Eastern Connecticut State University
- * Gateway Community College
- * Greater Hartford Arts Council

- * Hart Job Center
- * Hartford Neighborhood Centers
- * Hispanic Health Council
- * Housatonic Community College
- * Jewish Family Service
- * Lift Every Voice & Sing Gospel Festival
- * Lincoln College of New England
- * Manchester Community College
- * Media Communications Association
- * Middlesex Community College
- * Naugatuck Valley Community College
- * Norwalk Community College
- * NTA Boston/New England - Emmy Online Job Bank
- * Permanent Commission on the Status of Women
- * Porter & Chester Institute
- * Post University
- * Public Broadcasting Service
- * Quinnipiac University
- * Rensselaer Polytechnic Institute
- * Southern Connecticut State University
- * Springfield Technical Community College
- * St. Joseph University
- * State of Connecticut Job Bank/CT Department of Labor
- * Trinity College
- * Tunxis Community College
- * University of Bridgeport
- * University of Connecticut
- * University of Hartford
- * Urban League of Greater Hartford
- * Urban League of Southwestern Connecticut
- * Urban League of Springfield
- * Western Connecticut State University
- * YWCA Operations

V. Other Longer-Term Initiatives

CPBI implemented the following recruitment initiatives during the past two years:

- * Participation in Job Banks
- * Participation at Job Fairs
- * Scholarships
- * Internships, Work/Study and Volunteer Recruitment
- * Speaking Engagements
- * Employee Training and Programs

Attachment H

Documentation Supporting Four (4)
Unit Recruitment Initiatives

LISTEN LIVE

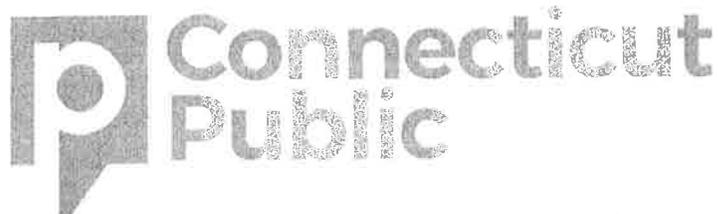
CPTV

WNPR

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Jobs and Internships ▾ Contact Us

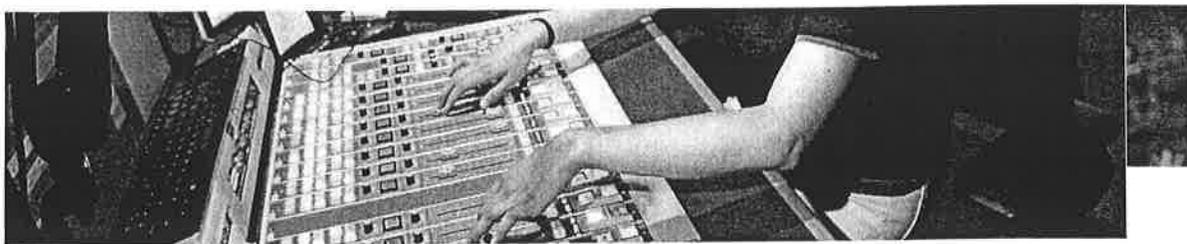
Internship Opportunities

Connecticut Public, home to CPTV, Connecticut Public Radio, and the Learning Lab, offers internships at its headquarters in the historic Asylum Hill neighborhood of Hartford and at Connecticut Public Radio's New Haven Bureau at Gateway Community College.

Connecticut Public's Internship program provides students and recent graduates of higher education programs an opportunity to get an in-depth look at broadcasting and media fields.

Internship offerings vary by semester. Click below to see our current internship opportunities.





— Fall 2018 Internships

Connecticut Public Learning

- Media Education Intern

Connecticut Public Radio

- Talk Shows Production Intern
- Larry Lunden News Intern

Connecticut Public Radio - New Haven Bureau

- Integrity in News Intern

Applicants for this internship must be enrolled at Gateway Community College to be considered.

Who can intern at Connecticut Public?

Candidates must be enrolled in a higher education program or be a recent graduate.

What is the criteria for selecting interns?

Selections will be based on factors including:

- Relevant skills and education
- Academic record
- Goals and career interests

How to Apply

All candidates must complete **the application below** and upload a **current resume**.

Applications will be reviewed and only qualified candidates will be contacted for further consideration.

Connecticut Public Internship Application

Fill out the form completely to apply for an internship with Connecticut Public.

Step 1 of 5

20%

Basic Information

Name *

First

Last

Phone *

Email *

Address *

Street Address

Address Line 2

City

State



ZIP Code

Next

Save and Continue Later

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Sign Up for our Newsletters

**Get
WNPR News**

**Get
CPTV News**

- [About](#)
- [Audience Care](#)
- [Broadcast Coverage](#)
- [Newsletter Sign-Up](#)
- [Closed Captioning](#)
- [EEO Reports](#)
- [Station Profiles](#)
- [Donor / Member Privacy Policy](#)
- [Privacy Policy and Terms of Use](#)
- [Annual Financial Statements & Filings](#)

© 2018 Connecticut Public



Career Development and Training

The Company is committed to supporting the professional development needs of its employees. When appropriate, and as resources permit, the Company may arrange for employees to participate in continuing education workshops and seminars that are job related. Employees should consult with their supervisor and check with the Human Resources Department for current information on a variety of available training opportunities.

There are numerous opportunities to expand work experience within the Company, such as volunteering to help with regular community outreach, educational, or special events and on-air fundraising drives. Participating in such activities can provide a new perspective on the Company's relationship with the members, viewers, and listeners that we serve.

Tuition Reimbursement

The Company is an associate member of the Greater Hartford Consortium for Higher Education. Full-time employees may enroll tuition-free in one credit-bearing course per semester at certain member colleges. The courses may be either undergraduate or graduate level courses and need not be job related. Member colleges include: Trinity College, Saint Joseph College, The University of Hartford, Hartford College for Women, the Hartford Graduate Center, and the Hartford Seminary. Course catalogs can be obtained from the Human Resources Department.



**CONNECTICUT PUBLIC
BROADCASTING NETWORK**

1049 Asylum Avenue 70 Audubon Street
Hartford, CT 06105-2411 New Haven, CT 06510-1218
860.278.5310 203.776.9677



ON TELEVISION

CPTV
Hartford (WEDH)
Bridgeport (WEDW)
New Haven (WEDY)
Norwich (WEDN)

CPTV4U
CPTV SPORTS
CPTV SPROUT

ON RADIO

WNPR
90.5 FM Hartford/New Haven
89.1 FM Norwich/New London
88.5 FM Stamford/Greenwich
91.3 FM Southampton, NY
91.9 FM Springfield, MA
99.5 FM Storrs

ONLINE

CPBN.org
CPTV.org
WNPR.org

PRINT

Connecticut Magazine

PRODUCTION

MediaVision Productions, Inc.

May 3, 2017

To: Ms. Cathy Morelli
From: Jerry Franklin
Re: The Women's Leadership Award / CPBN

Dear Cathy,

Exceptional young women are a promise of tomorrow.

We celebrate that promise at Connecticut Public Broadcasting and invite you to nominate young women from your organization for consideration for the "Spirit of Leadership" 2017 scholarship award.

On Thursday, June 1, 2017, we will come together to honor business leader Carla Squatrito of Carla's Pasta. An immigrant in the 1940's, and a stellar entrepreneur of today, Carla has built an extraordinary company in Connecticut through hard work, leadership and her entrepreneurial spirit. In honor of her life and accomplishments we will seek the next generation of powerful female leadership.

Your nomination must be female, college-bound, high school seniors of exceptional character, integrity and leadership skills. We invite an adult (not a parent or relative) who knows the nominee to write an essay, detailing why she should be considered. We ask that essays are 500 words or less and are submitted via email to Jane Beup at jbeup@cpbn.org no later than April 14, 2017. Please include "Spirit of Leadership" in the subject line.

We look forward to reviewing the submissions for the selection of the 2017 "Spirit of Leadership" award.

Sincerely,

Jerry Franklin
President and CEO



Institute for Advanced Media

IAM Recruitment



The **Institute for Advanced Media** delivers applied 21st century media learning in small-class settings that ensure individualized attention for each student. Building on the Connecticut Public Broadcasting Network's 50 years of experience as a leader in

broadcast media and communications, the IAM helps adults succeed in a changing economy that demands advanced knowledge and skills from its workforce.

“This is a transitional program. This is somewhere between your old life and your new one.”

Institute for Advanced Media: "Somewhere between your old life..."



About Our Courses

Our courses are designed to give students a comprehensive hands-on experience in media fields that are in high demand. They provide advanced training from industry experts within a workplace setting to increase skills building and content competency amongst its students. IAM students learn under the tutelage of award-winning filmmakers, producers, and practicing artists to build academic proficiency while gaining critical job readiness and interpersonal skills.

Courses are semester based and are held Monday through Thursday, from 5:30 p.m. to 8:30 p.m. Students also have the option to earn Adobe Certified Associate

(<http://www.adobe.com/education/certification-programs.html>) (ACA) certifications in Photoshop and/or Premiere Pro.

Courses offered include:

- Video Production
- Video Editing
- Graphic Arts and Digital Design
- Vector Graphics
- Documentary Storytelling

Course Offerings

Student Services & Enrichment Seminars

In addition to our courses, the IAM offers a robust **Career Services** (<http://ctlearninglab.org/adults/career-services/>) office that provides professional development seminars on crafting a strong resume, personal branding, and interviewing skills, as well as meetings by appointment to discuss individual career goals.

The IAM Student Enrichment Seminars

(<http://ctlearninglab.org/adults/professional-development-and-leadership/>) offer directed learning in a specific subject to help students increase their personal and professional skills. IAM students receive seminar instruction from professional organizations, volunteer professionals, and more.

Enrichment Seminars offered include:

- Project Management Skills for Life
 - Resume Writing
 - Public Speaking
-

About the IAM's Veterans Vocational Training Program (<http://ctlearninglab.org/adults/veterans-vocational-program/>)

The IAM also provides a unique and necessary solution that addresses a critical need of one of Connecticut's most important and deserving communities.

Connecticut is home to more than 19,000 post-9/11 veterans who often face unprecedented challenges as they return to civilian life after military service. Many veterans who have transitioned in the past are looking to pursue new skills to help them as they grow professionally in their existing careers. There remains a clear need for programs that provide training and services to this population to facilitate their reentry into the civilian workforce.

A program of the IAM, the Veterans Vocational Training Program (VVTP) is designed to help veterans transition their military skills to civilian careers by providing free IAM courses and hands-on career training to 50 veterans a year as well as their spouses and caregivers.

In addition to providing media education and workforce development, the VVTP provides life coaching and personal support that addresses the whole person, and helps students navigate and connect with state agencies and partners that can help ease their transition.

Learn more about the VVTP

For more information about the Institute for Advanced Media, contact:

Jenn Worhle

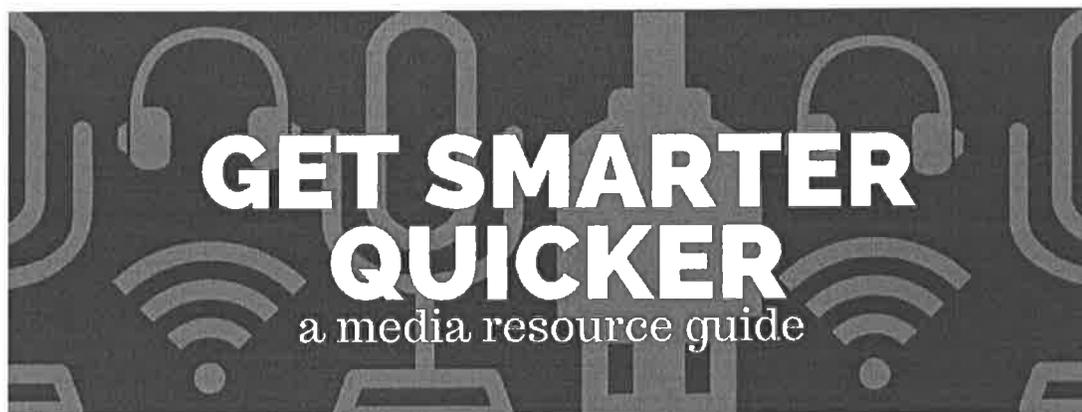
IAM Program Administrator

860.275.7530

jworhle@cpbn.org (<mailto:jworhle@cpbn.org>)

How to Apply

Search this website...



(<http://ctlearninglab.org/category/get-smarter-quicker/>)

Our Featured Programs

- **CPBN Media Lab** » (<http://ctlearninglab.org/college-students/>)
- **The Journalism & Media Academy** » (<http://ctlearninglab.org/teens/>)
- **The Institute for Advanced Media** » (<http://ctlearninglab.org/adults/>)
- **The Veterans Vocational Training Program**
» (<http://ctlearninglab.org/veterans-vocational-program/>)

Quick Links

Institute for Advanced Media (<http://ctlearninglab.org/adults/>)

Course Offerings (<http://ctlearninglab.org/adults/course-offerings/>)

Veterans Vocational Training Program

(<http://ctlearninglab.org/adults/veterans-vocational-program/>)

Ask the IAM (<http://ctlearninglab.org/adults/ask-the-iam/>)

Career Services (<http://ctlearninglab.org/adults/career-services/>)

See Us in Action (<http://ctlearninglab.org/adults/iam-in-action/>)

Professional Development and Leadership

(<http://ctlearninglab.org/adults/professional-development-and-leadership/>)

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Student Referral Program (<http://ctlearninglab.org/adults/student-referral-program/>)

Recent News

- **CT Public Celebrates Annual Spring Content Day for JMA Students (<https://ctlearninglab.org/ct-public-celebrates-annual-spring-content-day-for-jma-students/>)**
- **Haunted Mansion (<https://ctlearninglab.org/haunted-mansion/>)**
- **The Loco Maze (<https://ctlearninglab.org/the-loco-maze/>)**
- **Photon Phorce (<https://ctlearninglab.org/photon-phorce/>)**
- **Interview with JMA's Raegan Byrd (<https://ctlearninglab.org/interview-with-jmas-raegan-byrd/>)**