

**EEO ANNUAL PUBLIC FILE REPORT**  
**PAX CATHOLIC COMMUNICATIONS, INC.**

**1. Full-Time Jobs Filled From October 1, 2022, to September 30, 2023**

*Complete This Sheet For Every Full-Time (30 hours per week or more) Vacancy*

**Title of Position:**

**Date Filled:**

**Recruitment Source That Referred The Individual Hired:** [www.miamiarch.org](http://www.miamiarch.org)

**Total Number of People Interviewed for Vacancy:**          0  

**List All Recruitment Source(s) Used to Fill Vacancy:**

<b>Recruitment Source Name*</b>	<b>Contact Person</b>	<b>Address and Phone Number</b>	<b>Total No. of Interviewees Referred For Position</b>

\* Asterisk after source name indicates that the source is entitled to notification of vacancies.

**Recruitment Initiatives Implemented from October 1, 2022, to September 30, 2023:**

<b>Type of Initiative (e.g., job fair, mentoring program)</b>	<b>Date Implemented</b>	<b>Description</b>
<b>Pax Catholic Communications recruiting personnel participated in the following job fairs:</b>		
	<b>2/25/2023</b>	Ave Maria University. 5050 Ave Maria Blvd, Ave Maria, FL 34142
	<b>03/07/2023</b>	Miami Dade College Wolfson Campus <b>300 NE Second Ave. Miami, FL 33132</b>
	<b>3/15/2023</b>	Miami Dade College Medical Campus 950 NW 20th St, Miami, FL 33127

	<b>3/18/2023</b>	Organized by Archdiocese of Miami  Archbishop McCarthy High School Student Center 5451 S. Flamingo Road, SW Ranches, FL 33330
	<b>3/21/2023</b>	Miami Dade College Hialeah Campus 1780 W 49th St, Hialeah, FL 33012
	<b>5/4/2023</b>	Organized by Catholic Charities of the Archdiocese of Miami  St Joachim Catholic Church 19150 SW 117 <sup>th</sup> Avenue, Miami FL 33177
	<b>5/11/2023</b>	Alliance Career Fair at Southern Command Center in Doral <b>6796 SW 62nd Avenue South Miami, Florida 33143</b>
	<b>8/31/2023</b>	Alliance Career Fair at Fort Lauderdale Grand Hotel in Fort Lauderdale  <b>Broward Center Au Rene, 201 SW 5th Ave., Fort Lauderdale, FL 33312</b>
<b>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions</b>	<b>(Ongoing)</b>	

<p>Quarterly Professional Development Workshops</p>	<p><b>(Ongoing)</b></p>	<p>We have implemented quarterly workshops as a mean to continue to develop personnel skills. An opportunity to learn and apply new knowledge and skills that can help them in their job and further their career.</p>
<p>Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;</p>	<p><b>(Ongoing)</b></p>	<p>Our Director put together a team composed of two female employees and 2 male employees. The initiative to training them in acquiring better management skills that may implemented in their areas of responsibility. Meeting takes place on a weekly basis for training and working together in finding ways in creating a better working environment for all employees.</p>
<p>Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions</p>	<p><b>(Ongoing)</b></p>	<p>At Pax Catholic Communications Inc., we have started an initiative in cross-training employees in different areas of work, this will provide opportunities for promotion and training for the skills necessary. Better implementation has taken place in the last 2 years. Employees that were hired as Board Operators are being cross-trained for promotion opportunities in Stewardship Management, Editing and Content Quality Control.</p>
<p>Pax Catholic Communications, Inc. along with WACC-AM provided is beginning to organize tours of the station's facilities to any group or organization requesting one (i.e., Individuals that have had an interest in contributing to the organization).</p>	<p><b>(Ongoing)</b></p>	<p>Director of Communications at Barry University here in Miami. Has visiting and continues to bring students interested in majors of media/communications degrees to visit the radio station. The initiative is also to prepare and organize an internship program.</p>