

ANNUAL EEO REPORT

For the period commencing October 1, 2006 and ending September 30, 2007

Prepared by Oregon Public Broadcasting. The report below lists all full-time vacancies during the reporting period for KOAB-FM/Bend, KRBM-FM/Pendleton, KOPB-FM/Portland, KOAC-TV/Corvallis, KOAB-TV/Bend, KTVR-TV/LaGrande, KEPB-TV/ Eugene, KTMK-FM/Tillamook, KOPB-TV/Portland.

FULL TIME VACANCIES: (all full time vacancies are located in Portland, OR unless noted)

Job Title	Total Interviewed for the Position	Recruitment Sources / Total Number Referred by Recruitment Source	Recruitment Source the Referred the Hiree
Mail Clerk	3	Oregonian, September 17 & 24, 2006 (1) OPB Web site (1) OPB First Class Staff Lounge Local Affirmative Action (see attached listing) OPB Job Line Craigslis (1)	Craigslis
Continuity/Traffic Asst	4	Oregonian, September 10, 2006 OPB Web site (3) OPB First Class Staff Lounge Local Affirmative Action (see attached listing) OPB Job Line Craigslis Unknown Source (1)	Unknown Source
Attorney	8	Oregonian, July 23 & 30, 2006 OPB Staff Lounge OPB Web site (4) Local Affirmative Action (see attached listing) OPB First Class Monster.com (1) Oregon State Bar Multnomah Bar Association	OPB Web Site

		CareerBuilder (1) Craigslis Unknown Source (2)	
Radio Operations Assistant (Corvallis)	4	Corvallis Gazette-Times Aug 27, Sep 3, 2006 Eugene Register Guard Aug 27, 2006 OPB Staff Lounge OPB Web site (1) Local Affirmative Action (see attached listing) OPB First Class (1) Craigslis Unknown Source (1)	Unknown Source
Coordinator, Volunteer Resources	12	Oregonian, October 22, 29, 2006 OPB Job Line OPB Staff Lounge OPB Web site (4) Local Affirmative Action (see attached listing) OPB First Class Craigslis CNRG (5) NOVAA (1) Unknown Source (2)	OPB Web Site
Senior Videographer/Editor		Oregonian, August 13, 20, 2006 OPB Job Line OPB Staff Lounge OPB Web site (1) Local Affirmative Action (see attached listing) OPB First Class Craigslis	Reposted as Videographer/Editor Hire: OPB Web Site
Videographer/Editor	1		
Administrative Assistant	2	Oregonian Nov 12, 19, 2006 OPB Staff Lounge OPB Web site (1) Local Affirmative Action (see attached listing) OPB First Class (2) Craigslis (1)	Craigslis
National Production Marketing Associate	4	Oregonian, November 5, 12, 2006 (1) OPB Staff Lounge	Oregonian

		<p>OPB Web site Local Affirmative Action (see attached listing) OPB First Class Craigslit PBS Connect Idealist CNRG (2) Unknown Source (1)</p>	
Maintenance Engineer	3	<p>Oregonian, November 12, 19, 2006 OPB Web site (2) OPB First Class Staff Lounge Local Affirmative Action (see attached listing) PBS Express Craigslit (1) Society of Broadcast Engineers Oregon Assn of Broadcasters Engineering listserv Unknown Source (1)</p>	OPB Web Site
Human-Volunteer Resources Coordinator	6	<p>Oregonian, January 7, 14, 2007 (2) Local Affirmative Action (see attached listing) OPB Web site (2) OPB First Class OPB Staff Lounge Craigslit CNRG American Society for Training & Development (1) Unknown Source (1)</p>	OPB Web Site
Legal Assistant	6	<p>Oregonian, Feb 18, 25, 2007 (2) Local Affirmative Action (see attached listing) OPB Web site (2) OPB First Class OPB Staff Lounge Craigslit (2) Legal NW/Multnomah Bar</p>	Oregonian

Producer	9	Oregonian Dec 3, 10, 2006 OPB Staff Lounge OPB Web Site (2) OPB First Class (1) Local Affirmative Action (see listing) Craigslist (3) PBS Connect OPB Staff (3)	2 Hires: 1 Staff Contact, 1 OPB Web Site
Public Insight Journalism Analyst	2	Oregonian April 7, 2007 OPB Staff Lounge OPB Web site (2) Local Affirmative Action (see attached listing) OPB First Class Craigslist	OPB Web Site
Music Host	4	Oregonian, March 25, April 1, 2007 OPB Staff Lounge OPB Web site (4) Local Affirmative Action (see attached listing) OPB First Class Craigslist Tripleradio.com	OPB Web Site
Director, Foundation and Government Relations	5	Oregonian, February 18, 25, 2007 OPB Staff Lounge OPB Web site (4) Local Affirmative Action (see attached listing) OPB First Class Craigslist (1) Chronicle of Philanthropy (1) PBS Connect Willamette Valley Development Officers (1) CNRG (1) Unknown Source (1)	Craigslist
Radio Producer (Bend)	5	Oregonian, January 28, February 4, 2007 OPB Staff Lounge OPB Web site (1) Local Affirmative Action (see attached listing)	Public Radio News Director Assn

		<p>OPB First Class Craigslist Society of Professional Journalists Natl Assn Hispanic Nournalists Natl Gay & Lesbian Journalists Assn Columbia Journalism School Public Radio News Directors, Intl (1) Corporation for Public Broadcasting Unknown Source (3)</p>	
Mgr, TV Broadcast Operations	8	<p>Oregonian, June 17, 24, 2007 OPB Staff Lounge (1) OPB Web site (3) Local Affirmative Action (see attached listing) OPB First Class Craigslist (1) PBS Connect (1) PBS Programmers Chat Unknown Source (2)</p>	Unknown Source
Market Research Analyst	7	<p>Oregonian, June 10, 17, 2007 OPB Staff Lounge OPB Web site (2) Local Affirmative Action (see attached listing) OPB First Class (1) Craigslist Willamette Valley Development Officers Assn Public Relations Society of America Portland Ad Federation PBS connect CNRG (1) Unknown Source (3)</p>	Unknown Source
Web Developer	7	<p>Oregonian, June 17, 2007 OPB Staff Lounge OPB Web site (1) Local Affirmative Action (see attached listing) OPB First Class Craigslist (4)</p>	2 Hires: 1 Craigslist, 1 Unknown Source

		Portland Art Institute Mt Hood Community College, Integrated Media Portland Community College, Multimedia Unknown Source (2)	
Corporate Support Associate	1	Oregonian, July 29, August 5, 2007 OPB Staff Lounge OPB Web site Local Affirmative Action (see attached listing) OPB First Class Willamette Valley Development Officers Assn Public Relations Society of America Craigslist Portland Ad Federation PBS Connect CNRG Unknown Source (1)	Unknown Source Note: also used candidate pool from Market Research Analyst recruiting effort

RESOURCE AGENCIES:

Name / Title	Company	Address	Phone
Charlie	Affiliated Tribes of Northwest Indians	atni@spiritone.com	503-249-1443
	American Institute of Graphic Arts	164 Fifth Avenue New York, NY 10010 www.aiga.org	212-807-1990
	Association of Capitol Reporters & Editors	web@capitolbeat.org	
	Association of Independents in Radio	www.airmedia.org	
	CareerBuilder	www.careerbuilder.com	800-891-8880
Christine Lau	Chinese Service Center	3633 SE 35 th Place Portland, OR 97227	(503)-872-8822
Ernest Sotomayor	Columbia Journalism School Alum Listserve	postjobs@jrn.columbia.edu	
	Corporation for Public	401 Ninth Street, NW	202-879-9600

	Broadcasting	Washington, DC 20004-2129 www.cpb.org	
Mike Mathers mike.mathers@lee.net	Corvallis Gazette-Times/ Albany Democrat Herald	600 Lyon Albany, OR 97321	541-812-6082
	Craigslist	www.craigslist.com jobs@craigslist.com	
	Creative Hot List	www.creativehotlist.com	
	Current	1612 K St NW, Suite 704 Washington, DC 20006	202-463-7055
Erin	Eugene Register Guard	P O Box 10188 Eugene, OR 97440-2188	800-377-7428
	Journalism Jobs (Columbia Journalism Review)	www.journalismjobs.com	510-653-1521
	Journalists of Color	P O Box 30846 Bethesda, MD 20824	703-629-0178
Taylor David	The Klamath Tribes Newsletter	taylor.david@klamathtribes.com	541-783-2219 *147
	Monster.com	2611 Waterfront Parkway East Drive, Suite 100 Indianapolis, IN 46214	888-666-7837
Carol Hawkins	Multnomah County Bar Association	mba@mbabar.org	
	National Association of Hispanic Journalists	1000 National Press Building 529 14 St, NW Washington, DC 20045-2001 www.nahj.org	202-662-7145
	N3 Station's Websites KUOW KPLU NWPR BSR KLCC KMUN JPR	http://kuow.org/about_opps_jobs.asp www.nwnewsnetwork.org www.kplu.org www.nwpr.org http://radio.boisestate.edu/ www.klcc.org www.kmun.org www.jeffnet.org	
Brian Salkin	National Gay and Lesbian	1420 K St NW, suite 910	

	Journalists Association	Washington, DC 20005 bsalkin@njga.org	
	The Observer (LaGrande)	1406 5 th St LaGrande, OR 97850	541-963-3161
Jeanette Hopson	The Oregonian www.oregonlive.com	1320 Broadway Portland, OR 97201	503-221-8402
Tom Reitmann tom@legalstaff.com	Oregon State Bar	www.osbar.legalstaff.com	800-659-5589
	PBSX / Public Broadcasting Express	1320 Braddock Place Alexandria, VA 22314	703-739-5090
Renee Mitchell	Portland Association of Black Journalists	rmitch@news.oregonian.com	
	Public Relations Society of America	www.prsa-portland.org	
	Public Radio News Directors International	www.prndi.org	
	Radio-Television News Directors Association	1600 K Street NW, Suite 700 Washington, DC 20006 www.rtnda.org	
	Society for Environmental Journalists	P O Box 2492 Jenkintown, PA 19046 www.sej.org	215-884-8174
	Society for Professional Journalists	Eugene S Pulliam National Journalism Center 3909 N Meridian St Indianapolis, IN 46208 www.spi.org	
	Urban League of Portland	10 N. Russell Portland, OR 97227	503-280-2600
Sharon Wood	Willamette Valley Development Officers www.wvdo_or.org	619 SW 11 th Avenue, Suite 1121 Portland, OR 97205	503-274-1977

SUPPLEMENTAL OUTREACH ACTIVITIES:

Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment. See Internship Program documentation below.

Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting. John R. Tuttle Scholarship - The Tuttle Internship is a paid summer internship in telecommunications and broadcast journalism that enables an outstanding college or university student to spend the summer studying the field full time in a hands-on environment. Eligible applicants must contribute to diversity in his or her community. For 19 years, Maynard Orme served as the president and CEO of Oregon Public Broadcasting. Maynard believes strongly in lifelong learning, and his vision helped shape OPB's local and national productions, groundbreaking Web sites, adult learning projects, educational materials and community outreach campaigns. In honor of his considerable contributions to OPB, the Maynard E. Orme Internship has been established to encourage students to cultivate skills in the development and production of high-quality news and public affairs programming.

Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities. See local Affirmative Action listings below.

Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. Human Resources have in-depth conversations with search committee members prior to interviews in regards to appropriate interviewing styles. Human Resources are also present, and participate, with all interviews.

LOCAL AFFIRMATIVE ACTION:

Urban League of Portland
10 N. Russell
Portland, OR 97227
Phone: (503)280-2600

Chinese Service Center
Christine Lau
3633 SE 35th Place
Portland, OR 97202
Phone: (503)872-8822

Klamath Tribal Health
Laurel Robinson
3949 S. Sixth Street
Klamath Falls, OR 97603-4746
larobinson@klm.portland.ihs.gov
Phone: (541)882-1487

Portland Association of Black Journalists
Renee Mitchell at:
rmitch@news.oregonian.com

Affiliated Tribes of Northwest Indians
Attn: Charlie
1827 NE 44th Avenue, Suite 130
Portland, OR 97213-1443

The Klamath Tribes Newsletter
Attn: Taylor David
P.O. Box 436
Chiloquin, OR 97624

Oregon Commission on Black Affairs
Everette L. Rice, Commissioner
Everette.L.Rice@state.or.us
ocba@qwest.net
Phone: (971)673-1286

NATIONAL AFFIRMATIVE ACTION:

Corporation for Public Broadcasting
401 Ninth Street, NW
Washington, DC 20004
www.cpb.org/jobline

The Career Center
National Association of Broadcasters
1771 "N" Street, NW
Washington, DC 20036
www.nab.org/bcc

National Association of Black Journalists
3100 Taliaferro Hall
University of Maryland
College Park, MD 20742-7717
www.nabj.org

Native American Journalists Assn
University of S. Dakota
414 E. Clark St.
Vermillion, SD 57069
www.naja.com

National Association of Hispanic Journalists
Job Bank
1000 National Press Building
Washington, DC 20045
www.jobbank@nahj.org

Asian American Journalists Association
1182 Market Street, Suite 320
San Francisco, CA 94102
post@aaaja.org

California Chicano News Media Association
USC School of Journalism
3800 S. Figueroa Street
Los Angeles, CA 90037-1206
Sylvia Wells, Office Manager
ccnmaininfo@ccnma.org

Internship Descriptions

Production: Local/National Television

This internship involves the production of long-form television documentaries. Duties may include extensive library research, phone interviews, making set-up calls, dubbing, logging and transcribing tapes, keeping a file of written releases from interviewees, gathering taped releases and transferring them to a master tape, researching film rights, shipping tapes, and sitting in on editing and post production. Strong writing, interviewing, research and word processing skills are necessary. Basic knowledge of TV production techniques helpful.

Production: Think Tank, National Television Productions

This internship involves the creation, research, development, and writing of television proposals for documentary series and projects. Duties may include Internet and library research, phone interviews, brainstorming with project team, writing first drafts of proposals, dubbing tapes, reviewing the work of documentary filmmakers, and summarizing and conveying information to unit members. May also involve working with independent producers to further develop their proposals. The Think Tank does not engage in video production activities.

Production: *Oregon Art Beat* and *Oregon Field Guide*

Assist in the production of local programs on the arts and outdoors. Duties may include transcribing interviews; providing written description of video; dubbing tapes; writing promos; updating databases, promotional materials and Web site; and working in the field on a limited basis (may require carrying equipment). Interns will have opportunities to observe story editing and posting. Qualified interns may have the opportunity to produce, or assist in producing, a program segment. Intern must possess strong organizational and writing skills.

Radio: News

This internship involves assisting with reporting and production of OPB's daily news product. Duties include performing background research, assisting reporters in the field, gathering tape, using digital audio editing equipment, taking reports over the phone, assisting talk show producers with research and pre-interviewing guests, and assisting with production of online news content. Extensive coursework in broadcast journalism is necessary. A typical weekly time commitment is 12 hours.

Radio: Accessible Information Network

Accessible Information Network is a service for our sight-impaired audience. This internship involves the development and production of a daily half-hour news and entertainment program and a daily three-hour live news program. Duties include producing, writing, selecting news stories, coordinating volunteers, and some on-air announcing.

Television Programming

This internship will involve various aspects of public television programming including audience research, program auditioning, preparing and sending program information to PBS stations, researching and responding to station and individual program inquiries. The individual may have the opportunity to participate in program marketing and distribution activities. Basic mass communications preparation with good verbal and written skills required. Knowledge of TV production and promotion helpful. Computer literacy a must.

Educational Media

This internship provides opportunities to create Web-based content for teachers. These projects involve opportunities for video editing, design and other production skills. Strong written and oral communication skills and familiarity with personal computers and desktop publishing programs (Word, Photoshop) are necessary. Knowledge of Web design and Web research a plus. Ability to juggle several projects at one time, work independently, and lots of energy and enthusiasm are helpful!

Fund Raising: Corporate Support

This internship will involve assisting in efforts to secure support of the local broadcast of radio and television programs. Tasks and learning experiences will include: researching and collecting prospect information; preparing material and statistical information for client presentation; and preparing and updating a listing of programs available for sponsorship.

Volunteer Management

This internship is in the Volunteer Resources area of the Human Resources and Administration Department. Volunteer Resources is responsible for overseeing the involvement of all unpaid staff (about 2,500 volunteers, interns and work experience students). As a result, an internship would be specifically developed based on an accepted student's skills, background and interests. An internship would involve at least one of the following:

- Research (particularly in civic engagement and other issues related to engaging the community in an organization)
- Training and development
- Program development, management, and/or evaluation

An intern will leave their experience at OPB having furthered their skills in at least one of these areas with the additional benefit of having made an impact on the organization and the community.

Graphics

Work with an energetic creative team to conceive, design, and create graphics to support radio, TV programs, Web and other institutional needs. The intern should have a strong knowledge of design and production processes, typography, and proficiency with MAC software such as Adobe Photoshop, Illustrator, InDesign, QuarkXpress and After Effects. Knowledge of motion graphics is desired, but not required.

On-Air Design/ Marketing

Do you love television and visual media? Would you like to help develop the look and feel of OPB TV? This internship involves working with a team to develop on-air elements to support OPB's branding and marketing efforts. This internship may also include work on other projects based on specific program needs and the skills of the intern applicant. Knowledge of market demographics and a strong aesthetic sense are essential! Basic knowledge of mass communications and good verbal and written skills required. Knowledge of TV production and promotion helpful. Computer literacy a must. Ability to juggle several projects at one time, work independently and lots of energy and enthusiasm are helpful!

Fund Raising: Donor and Business Development

Work with Major Gifts Department to research current and potential donors' giving capacity. Assist in the development, implementation and operation of cultivation and stewardship programs. Research prospects for Business Partners, Capital Campaign, Gift Planning, and Major and Mid-Level Giving programs. Learn about all aspects of managing a development program from direct mail solicitation to donor recognition. Assist with production of cultivation special events as needed. Intern must be computer literate, familiar with Microsoft Word, Excel and Access, and a quick learner.

OPB.org Web Site

This internship involves assisting with OPB's Web site: www.opb.org. Primary duties include supporting site producers and news reporters in creating content for the site, including performing background research, assisting reporters in the field, formatting text and graphics for the Web and updating pages on the site. Skills required include strong oral and written communication, knowledge of Mac OS and familiarity with graphic applications such as Photoshop.

Music Program

This internship involves assisting with production of our local music stream. Duties may include assisting music hosts with in-studio performances and interviews, using digital recording and editing equipment, acquiring and organizing music/CDs, research and auditioning music for airplay. Prior volunteer or student experience with music and radio required. Experience with digital editing and/or digital music storage is preferred.

Production Fund Raising: Foundation and Government Grants

This internship involves shadowing development team members to assist in the creation, research, management, development and writing of grant proposals for television series, radio programming, education and other projects. Duties may include Internet and library research on topics and funding prospects, phone calls, brainstorming with project team, writing and editing proposals, input into the grants database, viewing the work of documentary filmmakers, and summarizing and conveying information to unit members. May also involve working with independent producers and staff to further develop concepts and proposals. This is a great opportunity for someone interested in public broadcasting, non-profit development or management, or for a future producer who would like to learn the inside scoop on effective fund raising for television or radio productions.

Prong 3: Outreach Activities – 2007

- ❖ Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment.
 - See Internship Program documentation.
- ❖ Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting.
 - John R. Tuttle Scholarship - The Tuttle Internship is a paid summer internship in telecommunications and broadcast journalism that enables an outstanding college or university minority student to spend the summer studying the field full time in a hands-on environment.
 - Maynard E. Orme Scholarship - To encourage the future development of Oregon-produced programming and inspire University of Oregon journalism and communication students to develop skills toward careers in telecommunications and broadcast journalism, OPB has established the Maynard E. Orme Internship. This endowed internship honors Maynard Orme, whose 19 years of leadership as OPB's president and CEO helped the statewide public broadcasting network achieve unprecedented growth and community service.
- ❖ Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.
 - See attached Affirmative Action Listings.
- ❖ Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.
 - Human Resources have in depth conversations with search committee members prior to interviews in regards with appropriate interviewing styles. Human Resources are also present, and participate, with all interviews.