



OREGON PUBLIC BROADCASTING
ANNUAL EEO REPORT

For the period commencing October 1, 2010 and ending September 30, 2011

This report lists all full-time vacancies that were filled during the reporting period for KOAB-FM/Bend, KOAC-FM/Astoria, KOPB-AM/Eugene, KOGL-FM/ Gleneden Beach, KOTD-FM/The Dalles, KRBM-FM/Pendleton, KOPB-FM/Portland, KOAC-TV/Corvallis, KOAB-TV/Bend, KTVR-TV/LaGrande, KEPB-TV/ Eugene, KTMK-FM/Tillamook, KOPB-TV/Portland. Oregon Public Broadcasting also has employees who work at noncommercial educational Station KMHD(FM), Gresham Oregon, under an Operating Agreement with the licensee of that station that took effect as of July 1, 2009, and hires for that station by OPB are also included.

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 that Referred the Person Hired
Multimedia Assistant 1/3/11	11	<ul style="list-style-type: none"> • OPB Website (8) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB E-News & Twitter • Craigslist - Portland (1) • PSU Multimedia Program • Portland Mercury • Mt. Hood Community College (MHCC) Integrated Media Program • Willamette Week • Knight Digital Media Center • OPM Website • Reddit.com • OPB Employee's Facebook page 	OPB website

		<ul style="list-style-type: none"> • OPB Employee Tweet • Portland Community College • Through OPB Employee (1) • OPB Employee's Facebook page • OPB Employee Tweet • OPB Employee's LinkedIn page 	
LJC Editor 2/8/2011	7	<ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB On-Air Announcement (1) • OPB Staff Lounge • OPB E-News & Twitter (1) • Local AA and Prong 2 Organizations • Craigslist – Portland • Society of Environmental Journalists (1) • Journalism Jobs (1) • National Association of Hispanic Journalists • Asian American Journalists Assoc. • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Journalismnext.com • Public Radio Program Directors • Online News Association • National Newspaper Publishers Association • Colors NW • UC Berkley, Graduate School of Journalism • Diversity Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newslink Forum Digest • Reddit.com • OPB Employee's Facebook page • OPB Employee Tweet • Institute for Journalism & Natural Resources Facebook page • Maynard Institute Newsletter • ASU Cronkite School 	OPB Employee Tweet

		<ul style="list-style-type: none"> • Cal State Long Beach • IU Alumni Career Services • National Black Programming Consortium • Knight Digital Media Center • Through OPB Employee (2) 	
<p>LJC Sr. Manager of Community Engagement</p> <p>3/16/2011</p>	7	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email • OPB Staff Lounge • OPB E-News and Twitter (1) • Local AA and Prong 2 Organizations • Craigslist – Portland (1) • Society of Environmental Journalists • Journalism Jobs • National Association of Hispanic Journalists • Asian American Journalists Assoc. • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Public Radio Program Directors • Online News Association • Colors NW • UC Berkley, Graduate School of Journalism • Diversity, Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newlink Forum Digest • Reddit.com • OPB Employee's Facebook page • OPB Employee Tweet (1) • Washington State University career services • Diverse NW • Newspaper CareerBank • Through OPB Employee (2) 	Craigslist - Portland
<p>Maintenance Engineer – Corvallis</p>	5	<ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge 	SBE

3/31/2011		<ul style="list-style-type: none"> • OPB E-News and Twitter • Local AA and Prong 2 Organizations • Craigslist – Portland • Craigslist – Corvallis • Corvallis Gazette • Oregon Medial Production Association (OMPA) • Oregon Association of Broadcasters (OAB) • Corporation for Public Broadcasting • National Society of Black Engineers – PSU Chapter • Society of Broadcast Engineers (SBE) - (2) • SBE's Facebook Page • Productionhub.com • National Hispanic Media Coalition • Through OPB Employee (1) • OPB Employee's Facebook page • OPB Employee Tweet • National Association of Broadcasters (NAB) (1) 	
Marketing Manager 3/31/11	5	<ul style="list-style-type: none"> • OPB Website (3) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist - Portland • Portland Mercury • Willamette Week • PRSA-prtland.org • AMA-pdx.org • Willamette Valley Development Officers (WVDO) • Community Nonprofit Resource Group (CNRG) • Idealist.org • PSU Institute for Nonprofit Management • Current • Indeed.com (1) • Through a friend (1) • OPB Employee's Facebook page • OPB Employee Tweet 	OPB Website
Senior Accountant 4/18/11	13	<ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge 	Community Nonprofit Resource Group (CNRG)

		<ul style="list-style-type: none"> • Local AA and Prong 2 Organizations • Craigslist - Portland (8) • Community Nonprofit Resource Group (CNRG) (1) • Idealist (1) • Portland Mercury Online • Willamette Week Online • INPM Institute Non Profit Mgmt at PSU • PSU Career Counseling Center • OSU Career Counseling Center • U of O Career Counseling Center • Institute for Management Accountants (IMA) • Through OPB Employee (2) • OPB Employee's Facebook page • OPB Employee Tweet 	
LJC Investigative Journalist 4/22/11	7	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email • OPB Staff Lounge • OPB E-News and Twitter • Local AA and Prong 2 Organizations • Craigslist – Portland • Craigslist - Medford • Society of Environmental Journalists • Journalism Jobs (2) • Asian American Journalists Association • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Journalismnext.com • Public Radio Program Directors • Online News Association • Colors NW • UC Berkley, Graduate School of Journalism • Diversity Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newslink Forum Digest • OPB Employee's Facebook page 	Journalismjobs.com

		<ul style="list-style-type: none"> • OPB Employee Tweet Rreddit.com • Reposted through outside source (KUOW Puget Sound Public Radio) (1) • Through OPB Employee (1) • Unknown (1) 	
LJC Online Journalist - Medford 4/28/11	9	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (2) • OPB Staff Lounge • OPB E-News and Twitter • Local AA and Prong 2 Organizations • Craigslist - Portland • Craigslist - Medford • Society of Environmental Journalists • Journalism Jobs (3) • National Association of Hispanic Journalists • Asian American Journalists Assoc. • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Journalismnext.com • Public Radio Program Directors • Online News Association • Colors NW • UC Berkley, Graduate School of Journalism • Diversity Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newslink Forum Digest • Reddit.com • Indeed.com (1) • 2010 National Association of Black Journalists Convention (1) • OPB Employee's Facebook page • OPB Employee Tweet 	Through OPB Employee
Community Relations Manager	8	<ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email (1) 	OPB Website

4/29/11		<ul style="list-style-type: none"> • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist - Portland • Portland Mercury • Willamette Week • PRSA-prtlnd.org • Ama-pdx.org • Willamette Valley Development Officers (WVDO) • Community Nonprofit Resource Group (CNRG) (1) • Idealist.org • PSU Institute for Nonprofit Management • Current • OPB Employee's Facebook page • OPB Employee Tweet • Idealist.org (1) • Unknown (1) 	
Associate Director – Foundation Relations 5/6/11	10	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist – Portland (1) • Craigslist – Seattle • Craigslist – San Francisco • Community Nonprofit Resource Group (CNRG) (1) • Idealist.org (1) • Willamette Valley Development Officers (WVDO) - (1) • Institute for Nonprofit Management • Development Team Connections • Association of Fundraising Professionals (AFP) Oregon SW Washington • AFP Washington • AFP Golden Gate Chapter • NW Development Officers Association • Puget Sound Grant writers Association • Nonprofit Times • National Grants Management Association • American Grant Writers Association • Grant Professionals Association (formerly American Association of Grant Professionals) 	OPB Website

		<ul style="list-style-type: none"> • Philanthropy Journal • Grant Managers Network • The Chronicle of Philanthropy • Current Online • From a friend (1) • Simply Hired (1) • Mac's List (1) • OPB Employee's Facebook page • OPB Employee Tweet 	
Senior Online News Editor 5/20/11	5	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist – Portland (1) • Society of Environmental Journalists • Journalism Jobs • National Association of Hispanic Journalists • Asian American Journalist Association • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Journalismnext.com • Public Radio Program Directors • Online News Association • Colors NW • UC Berkley, Graduate School of Journalism • Diversity Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newslink Forum Digest • OPB Employee's Facebook page • OPB Employee Tweet (1) • OPB Employee LinkedIn page 	Craigslist - Portland
Public Insight Journalist	9	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (1) • OPB Staff Lounge 	Society of Environmental Journalists list serve

8/1/11		<ul style="list-style-type: none"> • OPB E-News and Twitter • Local AA and Prong 2 Organizations • Craigslist- Portland (1) • Society of Environmental Journalists list serve (1) • Journalism Jobs • National Association of Hispanic Journalists • Asian American Journalists Assoc. • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter (1) • Journalismnext.com • Public Radio Program Directors • Online News Association • Colors NW • UC Berkeley, Graduate School of Journalism • Diversity Inc. • Simply Hired • Oregon Association of Broadcasters (OAB) • Oregon Media Production Association (OMPA) • Public Radio Newslink Forum Digest • Public Insight Network (2) • Journalismjobs.com (1) • OPB Employee's Facebook page • OPB Employee Tweet 	
Member Center Representative 8/15/11	8	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (2) • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist - Portland (1) • Portland Mercury • Willamette Week • Community Nonprofit Resource Group (CNRG) (2) • Idealist.com (1) • Reddit • OPB Employee's Facebook page • OPB Employee Tweet 	Idealist.org

<p>Think Out Loud Producer</p> <p>9/13/2011</p>	<p>11</p>	<ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email –(6) • OPB Staff Lounge • Local AA and Prong 2 Organizations • Craigslist - Portland • Think Out Loud Website • Oregon Association of Broadcasters • Oregon Media Production Association • Journalism Jobs • National Association of Hispanic Journalists • Asian American Journalists Association (1) • National Association of Black Journalists • Pacific Islanders in Communications • American Society of News Editors • Poynter • Journalismnext.com • Public Radio Program Directors • Online News Association • Colors NW • Diversity Inc. • Public Radio Newslink Forum • Capital Press Club • Latino Public Broadcasting • Latino Public Radio Consortium • Maynard Institute • South Asia Journalists Association • OPB Employee's Facebook page • OPB Employee's Tweet 	<p>OPB Website</p>
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RESOURCE AGENCIES

On our website (opb.org/insideopb/careers/jobs), we provide an opportunity for organizations to be added to our job opening mailing list. Those that have requested this notification are marked with the symbol *.

Resource	Contact	Contact Information
* Affiliated Tribes of Northwest Indians	Charlie	atni@spiritone.com
All Access		Allaccess.com
American Association of Grant Writing Professionals		grantprofessionals.org
American Grant Writers Association		agwa.us
American Marketing Association		http://www.ama-pdx.org/
American Society of News Editors		ama-pdx.org
Asian American Journalists Association		aaaja.org
* Asian Health and Service Center	Christine Lau	3430 SE Powell, Portland, OR 97202
Assoc for Fundraising Professionals (AFP) - Oregon/Washington Chapter		afporegon.afpnet.org
Association for Fundraising Professionals-Golden Gate Chapter		afpgoldengate.afpnet.org
ASU Cronkite School		http://cronkite.asu.edu/
Cal State Long Beach	Raul Reis	http://www.csulb.edu/employment/
Capital Press Club		http://www.capitalpress.com/classifieds/Help%20Wanted/
Chronicle of Philanthropy		philanthropy.com
Community Nonprofit Resource Group (CNRG))		http://www.cnrg-portland.org/
Corporation for Public Broadcasting (CPB)		401 Ninth Street, NW, Washington DC 20004-2129 www.cpb.org
Colors NW		http://www.colorsnwcareers.com/
Corvallis Gazette		http://www.gazettetimes.com/app/jobs/
Craigslist - San Francisco		sfbay.craigslist.org
Craigslist - Boise		boise.craigslist.org
Craigslist - LaGrande		eastoregon.craigslist.org
Craigslist - Portland		portland.craigslist.org
Craigslist - Seattle		seattle.craigslist.org
Current		1612 K St NW, Suite 704, Washington DC 20006
DACS - Direct Access Communications System		http://www.prss.org/about-who.html
Development Team Connections		http://www.development-connection.com/
Diversity NW		720 Washington Street, Woodland, WA 98674-8472
Diversity Inc.		http://diversityinc.com/
Entertainment Careers		entertainmentcareers.com

Eastern Washington career services		www.ewu.edu/careerservices
Facebook		www.facebook.com
*Goodwill Job Connection	Gary Val Allen	gvanallen.gicw.org
Grant Managers Network		gmnetwork.org
Grant Professionals Association		http://grantprofessionals.org/job-center
* Hispanic Metropolitan Chamber of Commerce		333 SW 5 th Avenue, Suite 100, Portland, OR 97204, 503-222-0280, hmccoregon.com
Idealist		idealist.org
IMA		http://jobs.imanet.org/home/index.cfm?site_id=11711
Institute Nonprofit Management at Portland State University	Sharon Hasenjaeger	http://www.inpm.pdx.edu/
Indeed		indeed.com
Northwest Portland Area Indian Health Board		npaihb.org
IU Alumni Career Services	Jamie Hunt	http://alumni.indiana.edu/enhance-career/index.html
Journalism Jobs		www.journalismjobs.com
Journalism Next		Journalismnext.com
* Klamath Tribal Health	Laurel Robinson	3949 S. Sixth Street, Klamath Falls, OR 97603, larobinson@klm.portland.ihs.gov
* Klamath Tribes Newsletter	Taylor David	P.O. Box 436, Chiloquin, OR 97624 Taylor.david@klamathtribes.com
Knight Digital Media Center		http://www.knightdigitalmediacenter.org/
La Grande Nickel Ads		lagrandenickel.com
La Grande Observer		lagrandeobserver.com
Latino Public Broadcasting		http://www.lpbb.org/
Latino Public Radio Consortium		http://www.latinopublicradioconsortium.org
Linked In		linkedin.com
Mac's List		http://prichardcommunications.com/macs-list.html
* Marys Woods Retirement Community	L. Nevius	LNevious@maryswoods.com
* Marylhurst University		lbrown@marylhurst.edu
Mass Mediajobs.com		Massmediajobs.com
Maynard Institute		http://mije.org/
Media Match		www.media-match.com/usa/jobsboard.ph
National Association of Black Journalists		Nabj.org
National Association of Black Journalists Convention 2010		Nabj.org
National Association of Broadcasters Career Center		http://www.nab.org/

National Assoc of Multicultural Media Executives		namme.org, 7950 Jones Branch Drive, McClean, VA 22107
National Association of Hispanic Journalists		1000 National Press Building, 529 14th St., NW Washington DC 20045-2001 www.nahl.org
National Black Programming Consortium	Thabi Moyo	http://blackpublicmedia.org/
National Gay and Lesbian Journalists		nlgja.org
National Grants Management Association		ngma-grants.org
National Hispanic Media Coalition		http://www.nhmc.org/joblistings
National Newspaper Publishers Association		http://www.nnpa.org/
National Society of Black Engineers PSU Chapter		www.nsbe.pdx.edu
Native American Journalist Association	William Haney	http://www.naja.com/
Newspaper Career Bank		http://www.newspapercareerbank.com/post.cfm
Non-profit Times		http://careercenter.nptimes.com/post.cfm
Northwest Development Officers		ndoa.org
Oregon Media Production Association (OMPA)		ompa.org, send emails to info@ompa.org
Online News Association		journalists.org
Office of Personnel Management website		http://www.opm.gov
*Oregon Advocacy Commission's Office (OACO)		OACO.mail@das.state.or.us
Oregon Assn of Broadcasters (OAB)		www.theoab.org, Send emails to oab@theoab.org
*Oregon Commission on Black Affairs (OCBA)	Everett Rice	Ocba!qwest.net
Oregon Public Broadcasting		OPB.org
Pacific Islanders in Communications		http://www.piccom.org/
Portland Community College		http://www.pcc.edu/
Philanthropy Journal		philanthropyjournal.org
*Portland Association of Black Journalists	Renee Mitchell	rmitch@news.oregonian.com
Portland Mercury News		mercuryclassifieds@portlandmercury.com
Portland State Univ. College Job Center		pdx.edu/careers
Poynter		poynter.org
PRADO – Public Radio Assoc. of Development Officers		pradoweb.org/
Production Hub		productionhub.com
PRSA Portland		PRSA-prtland.org
Public Broadcasting Management Assn (PBMA)		www.pbma.org
Public Insight Network		http://www.publicinsightnetwork.org/
Public Radio Newslink Forum Digest		newslink@mpr.org
Public Radio Program Directors (PRPD)		PRPD.org
Puget Sound Grant writers Association		grantwriters.org

Reddit.com		Reddit.com
SBE124 Society of Broadcast Engineers Chapter 124		SBE124.org
Simply Hired		simplyhired.com
Society for Environmental Journalism		sej.org
Society of Broadcast Engineers (SBE)		www.sbe.org
South Asia Journalists Association		saja.org
The Non Profit Times		nptimes.com
Think Out Loud Website		Opb.org/thinkoutloud
Oregonian	Jeanette Hopson	1320 Broadway, Portland, OR 97201 www.oregonlive.com
Tvandradiojobs.com		www.tvradiojobs.com
Twitter		www.twitter.com
* University of Oregon		bmorrill@uoregon.edu
* Urban League of Portland		10 N. Russell, Portland, OR 97227
UC Berkeley Graduate School of Journalism		http://journalism.berkeley.edu/jobs/list/jobs/
Washington State Univ./Vancouver Job Center		studentaffairs.vancouver.wsu.edu/student-resource.../career-services
* Willamette University		mba-jobs@willamette.edu
Willamette Valley Development Officers (WVDO)	Sharon Wood	619 SW 11 th Avenue, Suite 1121, Portland, OR 97205 www.wvdo.org
Willamette Week		Portland.wweek.com, support@backpage.com
* Women Entrepreneurs of Oregon		lizamcquade@verizon.net
* Working On It		bworkingonit@aol.com

SUPPLEMENTAL OUTREACH ACTIVITIES:

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

OPB's internships are updated and enhanced annually. During this period, we've added a new internship opportunity in Multimedia Journalism (see more information in the internships descriptions). In addition to three internships with stipends, we offer internships throughout the organization. We plan to add another new internship (more information below). See Internship descriptions near the end of this report.

OPB offers the Jon R. Tuttle Journalism and Production Minority Internship – This minority internship is intended to increase participation of racial and/or ethnic minorities, as defined by the U.S. Equal Employment Opportunity Commission (EEOC), who are traditionally underrepresented within public broadcasting. The Tuttle Internship is a summer internship with a stipend 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. A number of OPB senior executives actively participate in the reviewing and selection of the Tuttle intern.

OPB also offers the Maynard E. Orme Internships with stipends. These internships were established in honor of Maynard Orme's (former OPB President and CEO) considerable contributions to OPB to encourage students to cultivate skills in the development and production of high-quality news and public affairs programming. OPB's Vice President of News actively participates in the review and selection of the Orme interns.

OPB has begun working with the Charles Snowden Foundation to be able to participate in the Charles Snowden Program for Excellence in Journalism. OPB will be joining with other Oregon college educators and Northwest news media organizations to give accomplished students professional training in community journalism through 10-week summer internships. OPB expects to be able to offer an internship for summer 2012.

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

For one of OPB's newest endeavors, leading a regional (multi-state) Local Journalism Center (LJC), we staffed a number of senior level journalists positions. For these positions we cast a wide net, using sources such as Pacific Islanders in Communications, National Association of Hispanic Journalists, UC Berkley Graduate School of Journalism Diversity Inc., Asian American Journalists Association, National Association of Black Journalists, Diverse NW, Hispanic Chamber of Commerce PDX, etc. These sources' membership includes substantial participation of women and minorities. These postings were both local and national. These efforts and OPB's efforts in other open positions during this time enabled OPB to hire three diverse individuals in OPB's content creator group.

Participation in at least four events or programs relating to career opportunities sponsored by educational institutions.

OPB is excited about one of our newest projects, G2CS (Girls Gather for Computer Science), a multifaceted project which includes a four-week long computer science summer camp for 7th and 8th grade girls with original curriculum, a mentoring program, a multi-media approach and interactive web site, as well as a 10-year commitment to the students involved. The camp will run for three years and systematic follow-on activities within electronic environments will create an ongoing community of students, their families, mentors and teachers as well as partners. The focus in this particular project is on overcoming the lack of young women in computer science. For this project, OPB served as a "field trip" site for this year's computer science summer camp so campers could learn more about women in science and technology fields. One of OPB's web developers will be featured in a video for the project profiling women in computer science fields and OPB's Managing Editor of opb.org is on the advisory committee for G2CS.

OPB has begun working with the Charles Snowden Foundation to be able to participate in the Charles Snowden Program for Excellence in Journalism. OPB will be joining with other Oregon college educators and Northwest news media organizations to give accomplished students professional training in community journalism through 10-week summer internships. OPB expects to be able to offer an internship for summer 2012.

OPB's Vice President of News visited CUNY Journalism School, and spoke about journalism and OPB at a luncheon for students.

OPB's Vice President of News participated in Columbia University School of Journalism's annual career fair. In addition to talking with many during the day, he met with another 10 students individually.

OPB's Vice President of News staffed a booth at the Job Fair at the Online News Association Conference.

OPB staff, including senior staff, continue participating in class events at University of Oregon in a number of areas, including the Journalism School, speaking to students, reviewing and critiquing student projects (some student projects air on OPB TV programs (*Oregon Lens*) and as interstitial elements), etc.

OPB hosted a Community Cinema season during this time. This is a partnership with the University of Oregon School of Journalism and Communications. This project provides public screenings to select films from the PBS Series *Independent Lens*.

OPB's Director of New Media Technologies serves on Portland Community College's Web Advisory Committee.

OPB also hosted a local high school student during our arts and culture TV series, *Oregon Art Beat*, so she could observe for a school project.

Providing of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

Human Resources has in-depth conversations, training search committee members prior to interviews regarding appropriate interviewing styles. Human Resources are also present, and participate, with all interviews.

Human Resources provides consultative support to all staff, including management, regarding affirmative action, continuing our commitment to ensure equal employment opportunity and preventing discrimination.

Participation in activities, other than the fifteen listed options.

OPB also did some outreach work related to our arts and culture TV show, *Oregon Art Beat*, to feature guest hosts in studio portions of the show. We talked with organizations such as Milagro Theater, Oregon Cultural Trust and Oregon Arts Commission. One of our successes - poet and teacher Turiya Autry (who is also a former OPB Tuttle intern!) co-hosted an episode.

OPB staff spoke to high school and/or college students about careers in public broadcasting.

OPB staff participated in high school projects, including students in live taping of TV programs, etc.

OPB provided travel scholarships for journalists to attend Digital Journalism Camp at the University of Oregon Turnbull Center during this time.

OPB's Vice President of News has had several informational interviews at OPB with recent journalism graduates who asked for a one-on-one conversation and with professionals exploring career change opportunities.

OPB has renewed our voluntary EEO certification with the City of Portland, Oregon, which confirms our commitment that OPB does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identify, or source of income; and that OPB takes steps to ensure equal opportunity in all aspects of employment, including but not limited to: hiring, promotion, transfer, advertising, layoff, termination, rates of pay, training, or terms and conditions of employment.

OPB Tour Program – regular tours held for groups and individuals, providing information regarding radio and television broadcasting, at their request.

OPB Open House – held at least annually, opening television and radio studios, providing information about OPB to all who wish to come. Includes opportunities to talk to a variety of staff about careers in broadcasting.

PRONG 2 ORGANIZATIONS – See Local Affirmative Action Listing Below
(Noted in the resource list with an *)

Affiliated Tribe of Northwest Indians
Asian Health and Services Center
Hispanic Metropolitan Chamber of Commerce
Goodwill Job Connection
Klamath Tribal Health
Klamath Tribes Newsletter
Marylhurst University
Marys Woods Retirement Community at Marylhurst

Oregon Advocacy Commission
Oregon Commission on Black Affairs
University of Oregon
Urban League of Portland
Willamette University
Women Entrepreneurs of Oregon
Working on It

LOCAL AFFIRMATIVE ACTION:

Affiliated Tribes of Northwest Indians
Regional Office 1827 NE 44th Ave., Suite
130
Portland, Oregon 97213-1443
Phone: (503) 249-5770
atntribes.org/

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

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

Asian Health and Service Center
Christine Lau
3430 SE Powell Blvd
Portland, OR 97202
info@ahscpdx.org
Phone: (503)872-8822

Goodwill Job Connection
Gary Vanallen
gvanallen@gicw.org

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

Hispanic Metro Chamber of Commerce
333 SW 5th Avenue, Suite 100
Portland, OR 97204
503.222.0280
hmccoregon.com

National Society of Black Engineers – PSU
Chapter
nesbe@pdx.edu
nsbe.pdx.edu

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

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

NW Portland Area Indian Health Board
2121 SW Broadway, Suite 300
Portland, Oregon 97201
Phone: (503) 228-4185
npaihb.org

Women Entrepreneurs of Oregon
lizamcquade@verizon.net
3 Monroe Parkway, Suite P
Lake Oswego, Oregon 97035

Oregon Advocacy Commission
3218 Pringle Rd. SE Suite 270
Salem, OR 97302
OACO.mail@das.state.or.us

NATIONAL AFFIRMATIVE ACTION:

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

Colors NW
<http://www.colorsnwcareers.com/>

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

Diversity, Inc.
<http://diversityinc.com/>

Diversity Northwest
720 Washington Street
Woodland, WA 98674-8472
(360) 225-0645

Latino Public Broadcasting
2550 N. Hollywood Way, Suite 301
Burbank, CA 91505
818-847-9656
<http://www.lpbp.org/>

Latino Public Radio consortium
P. O. Box 8862
Denver, Co, 80201-8862
303-877-4251
<http://www.latinopublicradioconsortium.org/>

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

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

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

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

National Association of Multicultural Media
Executives
7950 Jones Brand Drive
McClellan, VA 22107
[Namme.org](http://www.namme.org)

National Black Programming Consortium
<http://blackpublicmedia.org/>

National Hispanic Media Coalition
<http://www.nhmc.org/>

National Gay and Lesbian Journalists
1420 K Street NW, Suite 910
Washington, DC 20005
www.nlgja.org

Pacific Islanders in Communications
1221 Kapiolani Blvd. Suite 6A-4
Honolulu, HI 96814
808-591-0059
Piccom.org

South Asia Journalists Association
sajajobs@gmail.com
www.saja.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, researching film rights, shipping tapes, and sitting in on shoots, editing and post production. Strong writing, interviewing, research and word processing skills are necessary. Basic knowledge of TV production and web-based research helpful.

Production: Project Development, National Television Productions

This internship involves the creation, research, development, and writing of proposals for documentary one-offs and series, Web sites, and educational productions. Duties may include Internet and library research, phone interviews, brainstorming with project team, writing first drafts of proposals, reviewing the work of documentary filmmakers, and administrative tasks. This group 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. Qualified interns may have the opportunity to produce, or assist in producing, a program segment. Intern must possess strong organizational and writing skills. Duties may include transcribing interviews; providing written description of video; dubbing tapes; writing promos; updating data bases, promotional materials and website; and working in the field on a limited basis (may require carrying equipment); organizing show materials, maintaining data base, and working in new media and/or social media.. Interns will have opportunities to observe story editing and posting.

Production: *Oregon Lens*

Assist in the production of a local series designed to showcase the work of independent producers. Qualified interns will have the opportunity to help set up a creative environment to foster better working relationships between OPB and the independent producer community. Intern must possess strong organizational and writing skills. Duties may include working with a database of potential producers, production companies and schools where video production is taught. Other responsibilities may include tasks such as dubbing tapes, writing promos and promotional materials, helping with the production's website, and working in the field on a limited basis (may require carrying equipment). This is a very creative opportunity to the intern interested in all aspects of video production.

News

This internship involves assisting with reporting and production of OPB's daily news product. Duties include performing background research, assisting radio or online reporters in the field, conducting interviews, using digital audio editing equipment, and writing stories for broadcast or online use. Extensive course work in broadcast journalism is necessary. A typical weekly time commitment is 12 hours.

Radio: *Think Out Loud*

This internship involves assisting with the daily production of OPB Radio's daily current affairs talk show, *Think Out Loud*. Duties include greeting guests, helping with last minute prep for the show, screening calls, managing the contact database, preparing background research, pre-interviewing potential guests, writing blog posts, doing show outreach, pitching show ideas and, potentially, producing entire programs. Experience in broadcast journalism, or a related field, is necessary. A typical weekly time commitment is 16 to 24 hours.

Production: KMHD Jazz Radio

This internship involves the creation, development, and writing of on-air material for KMHD promotions, interviews, shows and creative materials. Duties may include board operation, audio production, writing, spot production, and interview editing.

KMHD Jazz Radio

This internship involves assisting with daily duties at KMHD 89.1 FM. Tasks and learning experiences will include: music library maintenance, on-air host support, board operations for syndicated programs, clerical tasks, preparing materials for promotion, fund-drive assistance and more.

Educational Media

This internship provides opportunities to support the creation of web-based, multi-platform (video, print, and web) content for teachers and students. Support encompasses pre-production research, creation of animations and other web-based content, organizing film locations and securing releases, on site filming support, and post-production editing.

Strong written and oral communication skills and familiarity with some or all of the following is a plus: Word, XHTML, Photoshop, Illustrator, Filemaker, Final Cut, and Flash. To see examples of Educational Media projects please view the following:

<http://www.learner.org/courses/mathilluminated/> and <http://www.learner.org/courses/amerhistory/>

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 2,000 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 programs, 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 and InDesign.

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 Planned Giving and Leadership Gifts Departments in stewardship and cultivation activities including producing weekly e-newsletter to donors, station tour events, acknowledgments and thank you calls. Assist in identifying and researching potential foundation, corporate and individual prospective donors. Assist in the development and implementation of cultivation and stewardship programs. Learn about all aspects of managing a development program from direct mail solicitation to donor recognition. Assist with production of special events as needed. Intern must be computer literate, familiar with Microsoft Word, Excel and Access, and a quick learner.

Opb.org Web Site

Interns will assist with online projects related to OPB.org, which also encompasses OPBNews.org, opbmusic.org and opb.org/thinkoutloud. Interns can request either a technical track and/or a content/communications/social media track. Technical projects may include assisting web developers with wireframes, site design, content management systems, formatting text and graphics, and updating web pages. Content/communications projects may include creating content, such as online audio and video, blogs, articles, and/or performing background research and assisting reporters in the field. Interns may also research and develop content and promotional plans for social networking tools such as Facebook and Twitter. Preferred skills include strong oral and written communication, familiarity with social media platforms, knowledge of Mac OS, experience with text editors, and familiarity with graphic applications such as Photoshop.

Music Program

This internship involves assisting with production of our local music stream and web content. Duties may include assisting music hosts with in-studio performances and interviews, digital audio and video editing, writing for and producing images, audio and video for the website, and organizing digital music and CDs. Prior volunteer or student experience with music and radio required. Experience with digital audio and video editing, Photoshop, and/or digital music playback systems is preferred.