



**OREGON PUBLIC BROADCASTING
ANNUAL EEO REPORT**

For the period commencing October 1, 2009 and ending September 30, 2010

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 Hiree
Help Desk Specialist 10/28/2009	8	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Staff Lounge • OPB internal email sent to all OPB employees • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB Facebook • Craigslist – Portland (5) • Portland Mercury • Willamette Week • OPB Employee (1) • LinkedIn (1) 	Craigslist
Producer/Reporter 1/8/2010	8	<ul style="list-style-type: none"> • OPB Web site (3) • OPB Staff Lounge • OPB internal email sent to all OPB employees (1) • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB Facebook • Craigslist – Portland 	opb.org

		<ul style="list-style-type: none"> • Current • CPB.org (1) • Society for Environmental Journalism • Tvjobs.com • Journalismjobs.com (1) • Idaho Public Television (1) • Simplyhired.com • Media Match (1) • Entertainment Careers • Indeed.com • Massmediajobs.com • Tvandradiojobs.com • Productionhub.com 	
<p>Membership Director</p> <p>3/31/2010</p>	4	<ul style="list-style-type: none"> • OPB Web site • OPB Staff Lounge • OPB internal email sent to all OPB employees • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB E-News and Twitter • OPB Employee (1) • CNRG • Craigslist – Portland (3) • Idealist.org • Prado • PBS Pledgechat & Memchat • WVDO • Portland Mercury • Willamette Week • Oregon Live 	OPB Employee
<p>Leadership Giving Coordinator</p> <p>3/15/2010</p>	4	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Staff Lounge • OPB internal email sent to all OPB employees • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB E-News and Twitter • LinkedIn • Craigslist – Portland (2) • Mercury 	Craigslist

		<ul style="list-style-type: none"> • Willamette Week • Oregon Live • CNRG • Idealist • WVDO (1) • AFP 	
<p>Member Center Representative</p> <p>3/30/2010</p>	7	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Staff Lounge • OPB internal email sent to all OPB employees • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB Facebook (1) • Craigslist – Portland (5) • Portland Mercury (online) • Willamette Week 	OPB Facebook page
<p>Maintenance Engineer La Grande, Oregon</p> <p>4/28/2010</p>	3	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Staff Lounge • OPB internal email sent to all OPB employees • OPB E-News and Twitter • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • Craigslist - La Grande • Craigslist - Boise • La Grande Observer (1) • La Grande Nickel Ads • Idaho Statesman • Oregonlive.com • OMPA • Oregon Assoc of Broadcasters (1) • SBE Newsletter • Corp. For Public Broadcasting 	OPB Website
<p>Reporter/Producer Bend Bureau Bend, Oregon</p> <p>4/30/2010</p>	7	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Staff Lounge • OPB internal email sent to all OPB employees • Prong 2 Organizations • OPB Employee (1) • Journalismnext.com • Craigslist – Portland 	CPB.org

		<ul style="list-style-type: none"> • Journalismjobs.com (1) • TVandRadiojobs.com (2) • Nat'l Assoc. of Hispanic Journal • Asian American Journal. Assoc • Native American Journ. Assoc • Poynter.org • Newslink • DACS • PRPD • Allaccess.com • Media-match.com • Current • KQED Reporter (1) • CPB.org (1) 	
<p>Corporate Account Executive</p> <p>5/24/2010</p>	8	<ul style="list-style-type: none"> • OPB Web site (2) • OPB Staff Lounge • OPB internal email sent to all OPB employees (1) • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB E-News and Twitter • OPB Employee (1) • Craigslist – Portland • Portland Mercury • Willamette Week • Oregon Live (1) • CNRG • Idealist (1) • WVDO (1) • Unknown (1) 	OPB internal email
<p>Journalist/Blogger</p> <p>7/24/2010</p>	10	<ul style="list-style-type: none"> • OPB Web site (1) • OPB Internal email sent to all OPB employees (1) • OPB Staff Lounge • OPB Facebook • OPB E-news and Twitter (1) • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • Craigslist – Portland (2) • Hispanic Chamber of Commerce 	Craigslist

		<ul style="list-style-type: none"> • Society of Environment Journalists • Journalism Jobs (3) • Journalism Next • DACS • Public Radio Program Directors • Online News Association • South Asian Journalists Assoc. • Nat'l Assoc. of Hispanic Journalists • Asian American Journal. Assoc • Native American Journ. Assoc • National Gay and Lesbian Journ. Assoc. • National Assoc. of Black Journalists • Journalism Next (1) • Mac's List email service (1) • Poynter.org 	
Resource Manager 9/27/2010	9	<ul style="list-style-type: none"> • OPB Web site (4) • OPB Staff Lounge • OPB internal email sent to all OPB employees (1) • Local Affirmative Action listings and Prong 2 Organizations (See attached list) • OPB E-News and Twitter • Craigslist – Portland (2) • Craigslist – Seattle • Craigslist – San Francisco • Oregon Live • OMPA (1) • Oregon Media Association • Oregon Association of Broadcasters • OPB Employee (1) 	Craigslist

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	Address	Phone
* Affiliated Tribes of Northwest Indians	Charlie	atni@spiritone.com	503-249-1443
All Access		Allaccess.com	
American Association of Grant Writing Professionals		grantprofessionals.org	
American Grant Writers Association		agwa.us	
Asian American Journalists Association		aaja.org	
* Asian Health and Service Center	Christine Lau	3430 SE Powell, Portland, OR 97202	(503)-872-8822
Assoc for Fundraising Professionals (AFP) - Oregon/Washington Chapter		afporegon.afpnet.org	
Chronicle of Philanthropy		philanthropy.com	
Community Nonprofit Resource Group (CNRG)		cnrq@cnrq.portland.org	
Corporation for Public Broadcasting (CPB)		401 Ninth Street, NW, Washington DC 20004-2129 www.cpb.org	202-879-9600
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	202-463-7055
DACS - Direct Access Communications System		http://www.prss.org/about-who.html	
Entertainment Careers		entertainmentcareers.com	
*Goodwill Job Connection	Gary Val Allen	gvanallen.gicw.org	(503) 238-6100
Grant Managers Network		gmnetwork.org	
* Hispanic Metropolitan Chamber of Commerce		hmccoregon.com	
idealist		idealist.org	
Indeed		indeed.com	
Institute for Nonprofit Mgmt	Sharon Hasenjaeger	INPM@pdx.edu	
Journalism Jobs		www.journalismjobs.com	510-653-1521
Journalism Next		Journalismnext.com	

* Klamath Tribal Health	Laurel Robinson	3949 S. Sixth Street, Klamath Falls, OR 97603, larobinson@klm.portland.ihs.gov	541-882-1487
* The Klamath Tribes Newsletter	Taylor David	P.O. Box 436, Chiloquin, OR 97624 Taylor.david@klamathtribes.com	
La Grand Nickel Ads		lagrandenickel.com	
La Grande Observer		lagrandeobserver.com	
Linked In		linkedin.com	
* Marys Woods Retirement Community	L. Nevius	LNEvius@maryswoods.com	
* Marylhurst University		lbrown@marylhurst.edu	
Mass Mediajobs.com		Massmediajobs.com	
Media Match		www.media-match.com/usa/jobsboard.ph	
National Association of Black Journalists		Nabj.org	
National Assoc of Multicultural Media Executives		namme.org, 7950 Jones Branch Drive, McClean, VA 22107	703-854-7178
National Association of Hispanic Journalists		1000 National Press Building, 529 14th St., NW Washington DC 20045-2001 www.nahl.org	202-662-7145
National Gay and Lesbian Journalists		nlgja.org	
National Grants Management Association		ngma-grants.org	
Native American Journalist Association	William Haney	naja.com, send emails to william.haney@naja.com	
Northwest Development Officers		ndoa.org	
Oregon Media Production Association (OMPA)		ompa.org, send emails to info@ompa.org	
Online News Association		journalists.org	
*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	Ocbalqwest.net	
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	

Public Broadcasting Management Assn (PBMA)		www.pbma.org	
Public Radio Program Directors (PRPD)		PRPD.org	
Puget Sound Grantwriters Association		grantwriters.org	
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	
The Oregonian	Jeanette Hopson	1320 Broadway, Portland, OR 97201 www.oregonlive.com	503-221-8402
Tvandradiojobs.com		www.tvradiojobs.com	
* University of Oregon		bmorrill@uoregon.edu	
* Urban League of Portland		10 N. Russell, Portland, OR 97227	503-280-2600
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	503-274-1977
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. This past year we added internships in our Radio department for KMHD Jazz Radio. In addition to three internships with stipends, we offer internships throughout the organization. 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. The Maynard E. Orme Internships with stipends were established in honor of Maynard's considerable contributions to OPB to encourage students to cultivate skills in the development and production of high-quality news and public affairs programming.

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 all upper-level category openings, for this year, both the Membership Director and Corporate Account Executive openings were listed with job banks and/or newsletters of media trade groups whose membership includes substantial participation of women and minorities. These posting were both local and national.

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

OPB participated in the Summer Youth Connect program. This program was endorsed by the Education Cabinet, a community-wide forum of leaders from school districts, businesses, foundations, non-profits, parents, governments and higher education focused on increasing the graduation rate and post-secondary access. OPB designed and conducted a career site visit for 15-20 ninth grade students at our station, including providing an overview of the OPB organization and job requirements, hands-on activities, a fact-filled tour of the station and provided lunch for the group of students and adult chaperones.

OPB senior level staff 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 senior level staff have worked with University of Oregon and Portland State University students – speaking with them in groups, with students individually including reviewing and critiquing student projects.

OPB is again partnering with Atkinson Graduate School of Management, Willamette University in the 2010-2011 school year PACE experiential learning program. For this school year long project, working with several graduate students, the project scope is to review, strategize and research recruiting sources both locally and nationally with a focus on affordable recruitments and increasing applicant diversity.

OPB senior executive producer has taught a class in each of three different terms in local high school (Clackamas HS) regarding video production, focusing on videography, framing, and story production.

OPB is again hosting Community Cinema season this year. 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*.

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.

News reporters, our managing editor and the VP of News and Public Affairs speak several times a year each with middle school, high school and/or college students about careers in public broadcasting.

Our news staff and local TV producers also host at least four job shadow students (both high school and college) annually. The students' day often includes observing our live show Think Out Loud, following a radio reporter, and/or going on a local TV production shoot.

OPB attended two national conferences with substantial attendance by women and minorities. OPB's Vice President of News and Public Affairs and our Manager of Recruitment and Benefits 'manned' a booth, providing information about job opportunities at OPB. The conferences were:

- 1) National Association of Black Journalists (NABJ) annual conference, and
- 2) Asian American Journalists Association (AAJA) annual conference.

OPB sought out and completed 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:

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

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

Klamath Tribal Health
Laurel Robinson
3949 S. Sixth Street
Klamath Falls, OR 97603-4746
larobinson@klm.portland.ihc.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
atni@spiritone.com

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

Goodwill Job Connection
Gary Vanallen
gvanallen@gicw.org

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

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

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

Hispanic Metro Chamber of Commerce
Jane Nevarez
jnavarez@hmccoregon.com

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 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@aaja.org

National Association of Multicultural Media
Executives
7950 Jones Brand Crive
McClean, VA 22107
Namme.org

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