



**OREGON PUBLIC BROADCASTING
ANNUAL EEO REPORT**

For the period commencing October 1, 2012 and ending September 21, 2013

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 |
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| Leadership Giving Coordinator 10/8/2012 | 7 | <ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email • OPB Staff Lounge • OPB Twitter • Local AA and Prong 2 Organizations <ul style="list-style-type: none"> ○ University of Oregon (U of O) ○ Portland Community College (PCC) ○ Mt. Hood Community College (MHCC) ○ Goodwill Job Connection ○ Asian Health and Services Center ○ Affiliated Tribes of Northwest Indians ○ Klamath Tribes Newsletter ○ Klamath Tribal Health ○ Mary's Woods Retirement Community at Marylhurst ○ Oregon Advocacy Commission Office (OACO) ○ Oregon Commission on Black Affairs (OCBA) ○ Willamette University ○ Marylhurst University | OPB Website |

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| <p>Leadership Giving Coordinator (cont.)</p> | | <ul style="list-style-type: none"> ○ Urban League of Portland ○ Hispanic Metropolitan Chamber of Commerce ○ Multnomah University ○ Dept. of Human Services Self Sufficiency Section ○ Rehabilitation Consultants • Craigslist – Portland (2) • University of Oregon (U of O) • Portland State University (PSU) • Oregon State University (OSU) • Western Oregon University (WOU) • Community Nonprofit Resource Group (CNRG) • Idealist • Nonprofit Association of Oregon job board • Willamette Valley Development Officers (WVDO) (1) • Association of Fundraising Professionals (AFP) Oregon & SW Washington | |
| <p>Marketing Project Manager</p> <p>10/17/2012</p> | <p>4</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist – Portland (2) • Nonprofit Association of Oregon job board • PDX Mindshare (1) • Community Nonprofit Resource Group (CNRG) • University of Oregon (U of O) • Portland State University (PSU) • Oregon State University (OSU) • Facebook (OPB employee account) • LinkedIn (OPB employee account) | <p>PDX Mindshare</p> |

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| <p>Producer/Reporter OAB</p> <p>12/10/2012</p> | <p>7</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist – Portland • Craigslist – Los Angeles • Craigslist – San Francisco • Craigslist – Seattle • Current • Twitter – #nprjobs • Twitter – #pubjobs • Latino Public Broadcasting • Black Public Media/National Black Programming Consortium • Native American Public Telecommunications • Native Public Media • Pacific Islanders in Communications • Reddit (OPB employee account) • National Hispanic Media Coalition (NHMC) • Oregon Media Production Association (OMPA) • Bay Area Video Coalition • Women in Film and Video – New England Chapter • Women in Film and Video – Portland Chapter • Women in Film and Video – Bay Area Chapter • Northwest Film Center • Production Hub • Center for Asian American Media (CAAM) • New Media Innovation Lab at ASU Walter Cronkite School of Journalism & Mass Communication • JournalismNext • LinkedIn (OPB employee account) | <p>Notified of job posting by OPB Employee</p> |
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| <p>Producer/Reporter OAB (cont.)</p> | | <ul style="list-style-type: none"> • Facebook (OPB employee account) • Notified by current OPB employee (4) • Columbia Journalism School • Ihirebroadcasting.com (aggregate site, not posted by OPB) (1) | |
| <p>Public Relations Manager</p> <p>1/16/2013</p> | <p>3</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • LinkedIn Groups (PDX MindShare, Professional Diversity Practitioners, Public Relations and Communications Professionals, Public Relations Professionals, Oregon Professionals of Color, Diversity + Inclusion, Public Radio, Success Minded African Americans) • Craigslist – Portland • University of Oregon (U of O) • Portland State University (PSU) • Oregon State University (OSU) • Nonprofit Association of Oregon job board • PDX Mindshare • Community Nonprofit Resource Group (CNRG) • Institute for Nonprofit Management (INPM) listserv at PSU • Twitter – #nprjobs • Twitter – #pubjobs • Twitter (OPB employee account) • Center for Asian American Media (CAAM) • Black Public Media/National Black Programming Consortium | <p>Simply Hired</p> |

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| <p>Public Relations Manager (cont.)</p> | | <ul style="list-style-type: none"> • Native American Public Telecommunications • Public Relations Society of America (PRSA) - Portland Chapter • Colors NW (ColorsCareers.com) • Native Public Media • Pacific Islanders in Communications • Latino Public Broadcasting • Young Professionals of Portland • University of Nebraska-Lincoln • LinkedIn (OPB employee account) • Reddit (OPB employee account) • Simply Hired (aggregate site, not posted by OPB) (2) | |
| <p>Executive Assistant & Board Liaison</p> <p>1/28/2013</p> | <p>4</p> | <ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist - Portland • Twitter – #pubjobs • Twitter – #nprjobs • Twitter (OPB employee account) • LinkedIn Groups (Executive Assistants to CEO's, Diversity + Inclusion, Success Minded African Americans, Oregon Professionals of Color, Public Radio) • Community Nonprofit Resource Group (CNRG) • Idealist • Nonprofit Association of Oregon job board • Institute for Nonprofit Management • Willamette Valley Development Officers (WVDO) • Colors NW (ColorsCareers.com) • Diversity, Inc. | <p>OPB Website</p> |

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| <p>Executive Assistant & Board Liaison (cont.)</p> | | <ul style="list-style-type: none"> • International Association of Administrative Professionals • University of Oregon (U of O) • Portland State University (PSU) • Oregon State University (OSU) • Southern Oregon University (SOU) • Western Oregon University (WOU) • Clackamas Community College • Mt. Hood Community College (MHCC) • Portland Community College (PCC) • Chemeketa Community College • Linn-Benton Community College • Columbia Gorge Community College • Tillamook Bay Community College • Oregon Coast Community College • Central Oregon Community College • Clatsop Community College • Centralia Community College • Clark College • Lower Columbia College | |
| <p>Associate Director of Membership Operations</p> <p>1/29/2013</p> | <p>2</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • OPB Twitter • Local AA and Prong 2 Organizations • Craigslist – Portland • Community Nonprofit Resource Group (CNRG) • Twitter – #publicmediajobs • Idealist • Nonprofit Association of Oregon job board • Institute for Nonprofit Management (INMP) listserv at PSU | <p>OPB website</p> |

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| <p>Associate Director of Membership Operations (cont.)</p> | | <ul style="list-style-type: none"> • Association of Fundraising Professionals (AFP) National • Association of Fundraising Professionals (AFP) Oregon & SW Washington Chapter • Current • Willamette Valley Development Officers (WVDO) • Association of Fundraising Professionals (AFP) • Northwest Development Officers Association • PDX MindShare • Public Relations Society of America (PRSA) -Portland Chapter • University of Oregon (U of O) • Portland State University (PSU) • Oregon State University (OSU) • Southern Oregon University (SOU) • Western Oregon University (WOU) • Eastern Oregon University (EOU) • Oregon Institute of Technology (OIT) • Facebook (OPB employee account) • Twitter (OPB employee account) • LinkedIn (OPB employee account) • Reddit (OPB employee account) • Public Radio Association of Development Officers (PRADO) • PBS Pledge Chat • PBS Membership Chat • Notified of job posting by a consultant to OPB (1) | |
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| <p>Director of Content Partnerships</p> <p>3/4/2013</p> | <p>9</p> | <ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • LinkedIn Groups (ThoseinMedia, Public Radio, PDX MindShare, Find a Journalist, Media Professionals Worldwide, Oregon Professionals of Color, Success Minded African Americans) • Craigslist - Portland • Twitter (OPB employee account) • Unity Journalists for Diversity contacts (gathered from 2012 conference attended by OPB staff) • JournalismJobs • National Association of Hispanic Journalists • Latino Public Broadcasting • Latino Public Radio Consortium • National Black Programming Consortium (AKA Black Public Media) • Asian American Journalists Association • Native American Journalists Association • National Association of Black Journalists • Center for Asian American Media (CAAM) • Pacific Islanders in Communications • Native Public Media • Native American Public Telecommunications • American Society of News Editors • Poynter • JournalismNext • Online News Association • Capital Press Club • National Newspapers Publishers Association • South Asian Journalists Association | <p>OPB Website</p> |
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Director of Content Partnerships (cont.)

- Maynard Institute
- USC Annenberg School for Communications & Journalism
- UC Berkeley Graduate School of Journalism/Knight Digital Media Center
- Indiana University School of Journalism
- Bennett College
- Columbia Journalism School
- Medill Northwestern University
- Emerson College
- University of Wisconsin-Madison
- New Media Innovation Lab at ASU Walter Cronkite School of Journalism & Mass Communication
- Quinnipiac University
- University of Oregon (U of O)
- LinkedIn (OPB employee account)
- Twitter (OPB employee account)
- Notified by current OPB Employee **(4)**
- Facebook (reposted) **(1)**

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| <p>Volunteer Resource Manager</p> <p>3/13/2013</p> | <p>10</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • LinkedIn Groups (Volunteer Coordinators, Oregon Professionals of Color, MojaLink – Non Profit Network, OPB Alumni) • Craigslist – Portland • Twitter (OPB employee account) • Portland State University (PSU) • University of Portland (U of P) • Willamette University • Community Nonprofit Resource Group (CNRG) (3) • Idealist (1) • Nonprofit Association of Oregon job board • Institute for Nonprofit Management (INPM) listserv at PSU (1) • Northwest Oregon Volunteer Administrators Association (NOVAA) (1) • LinkedIn (OPB employee account) • Notified by current OPB employee (1) • Notified by parent of current OPB employee (1) • Mac's List (aggregate site, not posted by OPB) (1) | <p>Notified of job posting by OPB employee</p> |
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| <p>Member Center Representative</p> <p>6/3/13</p> <p>6/24/13</p> <p>(2 hires from same recruitment)</p> | <p>10</p> | <ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • Craigslist – Portland (1) • Community Nonprofit Resource Group (CNRG) • Twitter (OPB employee account) • Idealist (2) • Nonprofit Association of Oregon job board • Institute for Nonprofit Management (INPM) listserv at PSU • Willamette Valley Development Officers (WVDO) • Mid Valley Development Professionals • Reddit (OPB employee account) • LinkedIn (OPB employee account) • Notified by current OPB employee (1) • Indeed (aggregate site, not posted by OPB) (1) | <p>OPB Website (1)</p> <p>Idealist (1)</p> |
| <p>Broadcast Support Technician</p> <p>6/24/2013</p> | <p>7</p> | <ul style="list-style-type: none"> • OPB Website (3) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • Craigslist – Portland • Twitter (OPB employee account) • Blue Mountain Community College • Central Oregon Community College • Chemeketa Community College • Clatsop Community College | <p>OPB Website</p> |

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| Broadcast Support Technician (cont.) | | <ul style="list-style-type: none">• Columbia Gorge Community College• Lane Community College• Linn-Benton Community College• Mt. Hood Community College (MHCC)• Oregon Coast Community College• Portland Community College (PCC)• Tillamook Bay Community College• Portland State University (PSU)• Oregon State University (OSU)• Oregon Institute of Technology (OIT)• Clark College• Centralia Community College• LinkedIn (OPB employee account)• Notified by current OPB employee (3)• Unknown (1) | |
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| <p>Arts Editor/Producer</p> <p>7/1/2013</p> | <p>11</p> | <ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (2) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter (1) • OPB LinkedIn • Craigslist – Portland • Craigslist –Seattle • Craigslist – Los Angeles • Craigslist – San Francisco • “Facebook” (unspecified) (1) • JournalismNext Facebook (1) • University of Oregon Journalism instructor (1) • NPR Colleague (1) • NPR Recruiter (1) • Association of Independents in Radio • JournalismJobs • National Association of Hispanic Journalists • Asian American Journalists Association • Native American Journalists Association • National Association of Black Journalists • Center for Asian American Media (CAAM) • Pacific Islanders in Communications • Native American Public Telecommunications • American Society of News Editors • Poynter • Public Radio Program Directors (PRPD) • Maynard Institute • New Media Innovation Lab at ASU Walter Cronkite School of Journalism & Mass Communication • USC Annenberg School for Communications & Journalism • UC Berkeley Graduate School of Journalism/Knight Digital Media Center | <p>OPB All Staff email</p> |
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Arts Editor/Producer
(cont.)

- Indiana University School of Journalism
- Current
- Latino Public Broadcasting
- Black Public Media/National Black Programming Consortium
- National Hispanic Media Coalition (NHMC)
- Oregon Media Production Association (OMPA)
- Facebook (OPB employees accounts)
- LinkedIn (OPB employees accounts)
- Twitter (OPB employee account)
- USC Annenberg, Getty Arts Journalism Program
- Unknown **(1)**

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| <p>Vice President of Engineering</p> <p>7/8/2013</p> | <p>8</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn (1) • Craigslist – Portland • Craigslist – Seattle • Craigslist – Los Angeles • Craigslist – SF Bay area • Referred by associate of OPB staff member (1) • former coworker at Detroit Public TV (1) • Radioworld Magazine (1) • Indeed (aggregate site – not posted by OPB) (1) • Entertainment Careers (1) • PBS Connect – Public Broadcasting Service • LinkedIn Groups (Broadcast & Broadcast Technology Recruitment, Broadcast Engineering Magazine & broadcastengineering.com, Diversity & Inclusion, Public Radio, RF Jobs/Engineers, Radio Network Planning & Optimization, Success-Minded African Americans) • Latino Public Broadcasting • Black Public Media/National Black Programming Consortium • Native American Public Telecommunications • Native Public Media • Pacific Islanders in Communications • National Hispanic Media Coalition (NHMC) • Corporation for Public Broadcasting (CPB) jobline • Oregon Association of Broadcasters (OAB) • National Association of Broadcasters (NAB) • National Society of Black Engineers – PSU Chapter • American Indian Science & Engineering Society (AISES) | |
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| <p>Vice President of Engineering (cont.)</p> | | <ul style="list-style-type: none"> • Society of Broadcast Engineers (SBE) • National Action Council for Minorities in Engineering (NACME)—their Facebook and LinkedIn pages • National Organization of Gay and Lesbian Scientists and Technical Professionals (NOGLSTP) via Out and Equal • Washington Post • New York Times • Current • American Society for Engineering Education (ASEE) • National Education Telecommunication Association (NETA) • Simply Hired (aggregate site, not posted by OPB) (1) | |
| <p>Director, Administrative Services</p> <p>8/23/2013</p> | <p>7</p> | <ul style="list-style-type: none"> • OPB Website (3) • OPB All Staff email (2) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • OPB Facebook • Portland State University (PSU) • Oregon State University (OSU) • Western Oregon University (WOU) • Washington State University Vancouver College job center • Community Nonprofit Resource Group (CNRG) • Nonprofit Association of Oregon job board • LinkedIn (OPB employees accounts) • Reddit (OPB employee account) • Facebook (OPB employee account) • Craigslist – Portland (1) • Idealist (1) | <p>OPB All Staff email</p> |

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| <p>Volunteer Resources Coordinator</p> <p>8/26/2013</p> | <p>8</p> | <ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • Craigslist – Portland • Portland State University (PSU) • University of Portland (U of P) • Willamette University • Twitter (OPB employee account) • LinkedIn (OPB employee account) • Reddit (OPB employee account) • Community Nonprofit Resource Group (CNRG) (2) • Idealist (2) • Indeed (aggregate site, not posted by OPB) (1) • Northwest Oregon Volunteer Administrators Association (NOVAA) contact (1) | <p>OPB website</p> |
| <p>Corporate Account Executive</p> <p>8/26/2013</p> | <p>4</p> | <ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn (1) • Craigslist – Portland • Portland State University (PSU) • Oregon State University (OSU) • Willamette University • Community Nonprofit Resource Group (CNRG) • Idealist • Nonprofit Association of Oregon job board | <p>OPB All Staff email</p> |

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| Corporate Account Executive (cont.) | | <ul style="list-style-type: none">• Institute for Nonprofit Management (INPM) listserv at PSU• Willamette Valley Development Officers (WVDO)• Mid Valley Development Professionals• Reddit (OPB employee account) | |
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RESOURCE AGENCIES

On our website (www.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 |
| American Indian Science & Engineering Society (AISES) | | http://www.aises.org |
| American Society of News Editors | | http://www.asne.org |
| American Society for Engineering Education (ASEE) | Paula Whitley | http://www.asee.org |
| Asian American Journalists Association | | http://www.aaja.org |
| Asian American Journalists Association – Portland Chapter | | http://www.aaja.wordpress.com |
| * Asian Health and Services Center | Christine Lau | 3430 SE Powell, Portland, OR 97202 |
| Association of Fundraising Professionals (AFP) | | http://www.afpnet.org |
| Association of Fundraising Professionals (AFP) Oregon and SW Washington Chapter | | http://www.afporegon.afpnet.org |
| Association of Independents in Radio | | http://www.airmedia.org |
| Bay Area Video Coalition | | http://www.bavc.org |
| Bennett College | Ebony Kendrick | http://www.bennett.edu |
| Blue Mountain Community College | | https://www.bluecc.edu |
| Black Public Media /National Black Programming Consortium | Christian | http://www.blackpublicmedia.org |
| Capital Press Club | | http://www.capitalpressclub.org |
| Center for Asian American Media | | http://www.caamedia.org |
| Central Oregon Community College | | http://www.cocc.edu |
| Centralia Community College | | http://www.centralia.edu |
| Chemeketa Community College | | http://www.chemeketa.edu |
| Clackamas Community College | | http://www.clackamas.edu |
| Clark College | | http://www.clark.edu |
| Clatsop Community College | | http://www.clatsopcc.edu |

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| Colors NW | | http://www.colorscares.com |
| Columbia Gorge Community College | | http://www.cgcc.edu |
| Columbia Journalism School | | http://www.journalism.columbia.edu/careers/JobPostings |
| Community Nonprofit Resource Group (CNRG) | | http://www.cnrg-portland.org |
| Corporation for Public Broadcasting (CPB) jobline | | 401 Ninth Street, NW, Washington DC 20004-2129 http://www.cpb.org |
| Craigslist - Portland | | http://portland.craigslist.org |
| Craigslist – Seattle | | http://seattle.craigslist.org |
| Craigslist – Los Angeles | | http://losangeles.craigslist.org |
| Craigslist – SF Bay area | | http://sfbay.craigslist.org |
| Current | Kathleen Unwin | 1612 K St NW, Suite 704, Washington DC 20006 http://www.current.org |
| * Dept. of Human Services Self Sufficiency section | Heather Martiniez | heather.l.martinez@state.or.us |
| Diversity Inc. | | http://www.diversityinc.com |
| Emerson College | | http://www.emerson.edu |
| Entertainment Careers | | http://www.entertainmentcareers.net |
| Eastern Oregon University (EOU) | | http://www.careercenterjobs.org |
| Facebook | | http://www.facebook.com |
| * Goodwill Job Connection | Gary VanAllen | gvanallen@gicw.org |
| * Hispanic Metropolitan Chamber of Commerce | | 333 SW 5 th Avenue, Suite 100, Portland, OR 97204 503-222-0280 http://www.hmccoregon.com |
| Idealist | | http://www.idealist.org |
| Ihirebroadcasting (aggregate site – not posted by OPB) | | http://www.ihirebroadcasting.com |
| Indeed (aggregate site – not posted by OPB) | | http://www.indeed.com |
| Indiana University School of Journalism | | http://www.journalism.indiana.edu |
| Institute for Nonprofit Management (INPM) listserv at PSU | | http://www.inpm.pdx.edu |
| International Association of Administrative Professionals | | http://www.iaap-hq.org |
| JournalismNext | | http://www.journalismnext.com and Facebook page |
| JournalismJobs | | http://www.journalismjobs.com |

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| * Klamath Tribal Health | Laurel Robinson | 3949 S. Sixth Street, Klamath Falls, OR 97603, larobinson@klm.portland.ihs.gov |
| * Klamath Tribes Newsletter | Sally Brandt | P.O. Box 436, Chiloquin, OR 97624 brandt.sally@klamathtribes.com |
| Latino Public Broadcasting | Diana and Luis Gutierrez | http://www.lpbp.org |
| Latino Public Radio Consortium | | flohernandezramos@comcast.net http://www.latinopublicradioconsortium.org |
| Lane Community College | | http://www.lanec.edu |
| LinkedIn | | http://www.linkedin.com/company/oregon-public-broadcasting |
| LinkedIn – Groups | | http://www.linkedin.com (Broadcast & Broadcast Technology Recruitment, Broadcast Engineering Magazine & broadcastengineering.com, Diversity + Inclusion, Executive Assistants to CEO's, Find a Journalist, Media Professionals Worldwide, MojaLink – Non Profit Network, OPB Alumni, Oregon Professionals of Color, PDX MindShare, Professional Diversity Practitioners, Public Radio, Public Relations and Communications Professionals, Public Relations Professionals, Radio Network Planning & Optimization, RF Jobs/Engineers, Success-Minded African Americans, ThoseinMedia, Volunteer Coordinators) |
| Linn-Benton Community College | | http://www.linnbenton.edu |
| Lower Columbia College | | http://www.lowercolumbia.edu |
| Mac's List (aggregate site – not posted by OPB) | | http://www.macslist.org |
| * Marylhurst University | | lbrown@marylhurst.edu |
| * Mary's Woods Retirement Community at Marylhurst | L. Nevius | lnevius@maryswoods.com |
| Maynard Institute | Elisabeth | epinio@maynardije.org http://www.mije.org |
| Medill Northwestern University | | http://www.medill.northwestern.edu |
| Mid Valley Development Professionals | | http://www.mvdp-or.wildapricot.org |
| * Mt. Hood Community College (MHCC) | | mhcareer@mhcc.edu |
| * Multnomah University | | careerservices@multnomah.edu |

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| National Action Council for Minorities in Engineering (NACME) | | http://www.nacme.org |
| National Association of Black Journalists | | http://careerservices.nabj.org |
| National Association of Broadcasters (NAB) | | http://www.nab.org |
| National Association of Gay and Lesbian Scientists and Technical Professionals (NOGLSTP) | | http://www.noglstp.org |
| National Black Programming Consortium (AKA Black Public Media) | Christian | http://www.blackpublicmedia.org |
| National Education Telecommunication Association (NETA) | | http://www.netaonline.org |
| National Newspaper Publishers Association | | http://www.nnpa.org |
| National Society of Black Engineers - PSU Chapter | | nesbe@pdx.edu |
| Native American Journalists Association | | http://www.naja.com |
| Native American Public Telecommunications | Georgiana Lee | native@unl.edu http://www.nativetelecom.org |
| National Association of Hispanic Journalists | | http://www.nahj12.com |
| Native Public Media | | http://www.nativepublicmedia.org |
| New Media Innovation Lab at ASU Walter Cronkite School of Journalism & Mass Communication | Mike Wong | mike.wong@asu.edu |
| Nonprofit Association of Oregon job board | | http://www.nonprofitoregon.org |
| Northwest Development Officers Association | | http://www.ndoa.org |
| Northwest Film Center | | http://www.nwfilm.org |
| Northwest Oregon Volunteer Administrators Association (NOVAA) | | http://www.novaa.org |
| National Hispanic Media Coalition (NHMC) | | info@nhmc.org http://www.nhmc.org |
| New York Times | | http://jobmarket.nytimes.com/pages/jobs |
| NPR (Recruiter) | Lars Schmidt | @ThisIsLars on Twitter |
| Online News Association | | http://www.journalists.org |
| Oregon Institute of Technology (OIT) | | http://www.oit.edu/current-students/student-support/career-services |

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| OPB Twitter | | @OPB |
| * Oregon Advocacy Commission Office (OACO) | | OACO.mail@das.state.or.us |
| Oregon Association of Broadcasters (OAB) | Bill | oab@theoab.org http://www.theoab.org |
| Oregon Coast Community College | | http://www.oregoncoastcc.org |
| * Oregon Commission on Black Affairs (OCBA) | Everett Rice | ocba@qwest.net |
| Oregon Media Production Association (OMPA) | Tom & Jessica | info@ompa.org http://www.ompa.org |
| Oregon State University (OSU) | | http://www.oregonstate.edu/career/employers |
| Pacific Islanders in Communications | Amber McClure | amclure@piccom.org http://www.piccom.org |
| PBS Connect – Public Broadcasting Service | | http://connect.pbs.org |
| PBS Membership chat and Pledge chat | | Posted by OPB employees |
| PDX Mindshare | | http://www.pdxmindshare.com |
| * Portland Community College (PCC) | | http://www.pcc.edu |
| Production Hub | | http://www.productionhub.com |
| Public Radio Association of Development Officers (PRADO) | | http://www.pradoweb.org |
| Public Radio Program Directors (PRPD) | | http://www.prpd.org/topmenu/home.aspx |
| Public Relations Society of America (PRSA) - Portland Chapter | Barbara Kerr | bkerr@clark.edu |
| Portland State University (PSU) | | http://www.pdx.edu/careers |
| Poynter | | http://careers.poynter.org/post.cfm |
| Quinnipiac University | | http://www.quinnipiac.edu |
| Radioworld Magazine | David Carson | http://www.rwonline.com |
| Reddit | | http://www.reddit.com |
| * Rehabilitation Consultants | Paul See | http://www.paulsee.com or email to paul@paulsee.com |
| Simply Hired (aggregate site – not posted by OPB) | | http://www.simplyhired.com |
| Society of Broadcast Engineers (SBE) | Everett Helm (North Oregon chapter), Karl Sargent (Medford chapter), Dennis Hunt (Eugene chapter) | http://www.sbe.org and local chapters |

| | | |
|--|------------------|---|
| South Asian Journalists Association | | http://www.saja.org |
| Southern Oregon University (SOU) | | http://www.sou.edu/careers |
| Tillamook Bay Community College | | http://www.tbcc.cc.or.us |
| Twitter - #pubjobs, #nprjobs, #opb, #publicmediajobs | | http://www.twitter.com - #pubjobs, #nprjobs, #opb, #publicmediajobs |
| Unity Journalists for Diversity contacts (gathered from 2012 conference attended by OPB staff) | | http://www.unityjournalists.org |
| UC Berkeley Graduate School of Journalism/Knight Digital Media Center | | http://www.journalism.berkeley.edu/jobs/list/jobs |
| University of Nebraska-Lincoln | | http://www.unl.edu/careers/get-know-career-services |
| *University of Oregon (U of O) | Pat Ferris | pferris@uoregon.edu http://career.uoregon.edu/primary-links/programs/career-counseling |
| University of Portland (U of P) | | http://www.up.edu |
| University of Wisconsin-Madison | | http://www.wisc.edu |
| * Urban League of Portland | | 10 N. Russell, Portland, OR 97227 |
| USC Annenberg School for Communications & Journalism | | http://www.annenberg.usc.edu |
| USC Annenberg, Getty Arts Journalism Program | | http://annenberg.usc.edu/GettyArtsJourn.aspx |
| Washington Post | | http://www.washingtonpost.com/jobs/home |
| Washington State University Vancouver College job center | | http://studentaffairs.vancouver.wsu.edu/student-resource-center/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 http://www.wvdo-or.org |
| Women in Film and Video – Portland Chapter | | http://www.wifpdx.org |
| Women in Film and Video – New England Chapter | Juliet Schneider | http://www.womeninfilmmovie.org |
| Women in Film and Video –Bay Area Chapter | | http://www.bawifm.org |
| Western Oregon University (WOU) | | http://www.wou.edu/admin/hr/job_openings.php |
| Young Professionals of Portland | | http://www.ypoptm.org |

Prong 3: Participation in longer-term recruitment initiatives, such as job fairs, scholarship and internship programs and community events designed to inform the public of employment opportunities in broadcasting.

Participation in four job fairs by station personnel with hiring responsibilities.

OPB staffed a booth at the 2013 Excellence in Journalism Conference. This conference was a joint effort of the National Association of Hispanic Journalists, the Society of Professional Journalists and the Radio Television Digital News Association. The OPB staff at the conference included OPB's Senior Vice President and Chief Content Officer and Director of Human and Volunteer Resources.

Locally, OPB had booths at two career fairs in 2013. The Urban League's Career Connections Job Fair in April 2013 was attended by our Manager of Recruitment and Benefits and our Executive Producer of Think Out Loud. The Clackamas Youth Career Expo was attended by 1,500 high school and community college students from a variety of back grounds, including students being home schooled, from area high schools, and from Job Corps programs. The Expo was staffed by the Director of Human and Volunteer Resources, the Director of the Network Center in Engineering, and the Senior Manager of Community Engagement for Earthfix.

OPB staffed a booth at the 2012 Unity Convention, the largest gathering of journalists nationally, talking with students, potential interns and people seeking employment. Unity is comprised of four national associations: Asian American Journalists Association, National Association of Hispanic Journalists, and the Native American Journalists Association. The OPB staff at Unity included the VP of News and Public Affairs, the Executive Producer of Oregon Art Beat, the Director of Human and Volunteer Resources and the Senior Manager of Community Engagement for Earthfix.

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

OPB is excited that we were able to be a part of G2CS (Girls Gather for Computer Science) again this year. This is 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 was featured in a video for the project profiling women in computer science fields and OPB's Managing Editor of www.opb.org is on the advisory committee for G2CS.

OPB's Director of News and Public Affairs co-taught a graduate level class called Mass Communication and Society at the University of Oregon's Turnbull Center. She brought real-world experience to the student's academic work and had ongoing conversations about careers in public media.

OPB's Executive Producer of Oregon Field Guide continues to teach a video documentary production class at Portland State University. With this class the students gain experience in documentary storytelling, have conversations about careers in public broadcasting and come to OPB at least once during the term for a tour.

The Executive Producer of *Oregon Lens* worked with students from Portland State University, Oregon State University and the University of Oregon on entries for the series that airs in the summer. A part of the work he does leading up to the series involves critiquing work and having conversations about career opportunities.

Whenever possible (and appropriate), we do screenings of our local programs to targeted audiences. One example from this past year was showing *Oregon Experience: The Suffragists* at the Women's Citizen's Symposium at Oregon State University. With the number of students in attendance, the conversation included discussions about career opportunities in public broadcasting.

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 (see more information in the internships descriptions). During this period, OPB added another internship opportunity with our online news team. In addition to the [twenty unpaid internship opportunities](#) throughout the organization, OPB offers three internships with stipends and one paid internship.

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. A number of OPB senior executives actively participate in the reviewing and selection of the Tuttle intern.

OPB also offers two [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 established a paid internship in partnership with the Charles Snowden Foundation through their [Charles Snowden Program for Excellence in Journalism](#). OPB joined other Oregon college educators and Northwest news media organizations to give accomplished students professional training in community journalism through 10-week summer internships. OPB was the first non-print media organization in Oregon to join this program. OPB began to offer this internship in the summer of 2012.

For the 2012-2013 academic year, OPB had our first work-study student through the University of Oregon. This graduate student joined our digital content team and had the opportunity to apply what she was learning in the classroom to explore a further career in public media.

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.

During this period, OPB recruited for several high level positions, including the Marketing Project Manager, Producer/Reporter for Oregon Art Beat, PR Manager, Associate Director of Membership Operations, Director of Content Partnerships, Vice President of Engineering, Volunteer Resources Manager, Arts Editor/Producer and Director of Administrative Services. For these positions we cast a wide net, using sources such as the Nonprofit Association of Oregon, PDX Mindshare, Community Nonprofit Resource Group (CNRG), Oregon Media Production Association (OMPA), Women in Film and Video (New England, Portland and the Bay Area), Production Hub, Native Public Media, Latino Public Broadcasting, Black Public Media/National Black Programming Consortium, Native American Public Telecommunications, Pacific Islanders in Communications, National Hispanic Media Coalition (NHMC), Center for Asian American Media, JournalismNext, Colors NW, Diversity Inc, Willamette Valley Development Officers (WVDO), Association of Fundraising Professionals (AFP), JournalismJobs, National Association of Hispanic Journalists, Asian American Journalists Association, Native American Journalists Association, Online News Association, Poynter, South Asian Journalists Association, National Association of Black Journalists, Public Radio Program Directors (PRPD), Society of Broadcast Engineers (SBE), Oregon Association of Broadcasters (OAB), National Association of Broadcasters (NAB), National Society of Black Engineers – PSU Chapter, American Indian Science and Engineering Society, National Action Council for Minorities in Engineering, National Organization of Gay and Lesbian Scientists and Technical Professionals, American Society for Engineering Education, in addition to our regular Prong 2 and Local AA postings. These sources' membership includes substantial participation of women and minorities locally and nationally.

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 staff, including senior staff, spoke to high school and/or college students about careers in public broadcasting. Additionally, there were several opportunities for students to do job shadows.

OPB's VP of Programming served on a panel at the Public Radio Program Director's conference encouraging other professionals to find ways to open their doors to young people, women, and minorities.

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 Tribes of Northwest Indians
Asian Health and Services Center
Dept. of Human Services Self Sufficiency section
Hispanic Metropolitan Chamber of Commerce
Goodwill Job Connection
Klamath Tribal Health
Klamath Tribes Newsletter
Marylhurst University
Mary's Woods Retirement Community at Marylhurst

Mount Hood Community College (MHCC)
Multnomah University
Oregon Advocacy Commission Office (OACO)
Oregon Commission on Black Affairs (OCBA)
Portland Community College (PCC)
Rehabilitation Consultants
University of Oregon (U of O)
Urban League of Portland
Willamette University

LOCAL AFFIRMATIVE ACTION:

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

Dept. of Human Services Self
Sufficiency Section
10305 East Burnside Street
Portland, Oregon 97216
503-988-6400
<http://www.portlandonline.com/gatewaycenter/index.cfm?a=304525&c=52860>

Klamath Tribes Newsletter
Attn: Sally Brandt
P.O. Box 436
Chiloquin, OR 97624
brandt.sally@klamathtribes.com

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

Asian American Journalists
Association – Portland Chapter
<http://www.aaja.wordpress.com>

Hispanic Metropolitan Chamber of
Commerce
333 SW 5th Avenue, Suite 100
Portland, OR 97204
503.222.0280
<http://www.hmccoregon.com>

Goodwill Job Connection
Gary Vanallen
gvanallen@gicw.org

Rehabilitation Consultants
22287 SW Dewey Drive
Sherwood, OR 97140-8256
503-997-5309
<http://www.paulsee.com>

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

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

National Society of Black Engineers
– PSU Chapter
nesbe@pdx.edu
<http://www.nsbe.pdx.edu>

Women in Film and Video – Portland
Chapter
1526 NE Alberta Street, #301
Portland, OR 97211
503-729-1142
whatsupwif@wif-pdx.com
<http://www.wifpdx.org>

Colors NW
1319 Dexter Ave N, Suite 250
Seattle, WA 98109
206-444-9251
<http://www.colorscares.com>

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

Young Professionals of Portland
111 SW 5th Ave, 1st Floor
Portland, OR 97204
503-208-5059
ypop.toastmasters@gmail.com
<http://www.ypoptm.org>

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

NATIONAL AFFIRMATIVE ACTION:

American Indian Science & Engineering Society (AISES)
2305 Renard SE, Suite 200
Albuquerque, NM 87106
<http://www.aises.org>

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

Black Public Media
68 East 131st Street, 7th Floor
Harlem, NY 10037
<http://www.blackpublicmedia.org>

Center for Asian American Media (CAAM)
145 Ninth Street, Suite 350
San Francisco, CA 94103-2641
415-863-0814
<http://www.caamedia.org>

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

Diversity Inc.
342 Nassau Street
Princeton, NJ 08540
Lvisconti@DiversityInc.com
<http://www.diversityinc.com>

JournalismNext
104 Shooters Ct.
Alexandria, Virginia 22314-4649
info@journalismnext.com
<http://www.journalismnext.com>

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>

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

National Association of Broadcasters (NAB)
1771 "N" Street, NW
Washington, DC 20036
<http://www.nab.org>

National Association of Gay and Lesbian
Scientists and Technical Professionals
(NOGLSTP)
P.O. Box 91803
Pasadena CA 91109
626-791-7689
<http://www.noglstp.org>

National Association of Hispanic Journalists
Job Bank
1000 National Press Building
Washington, DC 20045
<http://www.nahj12.com>

National Black Programming Consortium (AKA
Black Public Media)
<http://www.blackpublicmedia.org>

National Action Council for Minorities in
Engineering (NACME)
440 Hamilton Ave., Ste. 302
White Plains, NY 10601-1813
914-539-4010
<http://www.nacme.org>

National Hispanic Media Coalition (NHMC)
info@nhmc.org
<http://www.nhmc.org>

Native American Journalists Association
University of S. Dakota
414 E. Clark St.
Vermillion, SD 57069
<http://www.naja.com>

Native American Public Communications
1800 N. 33rd Street
Lincoln, NE 68503
native@unl.edu
<http://www.nativetelecom.org>

Native Public Media
PO Box 3955
Flagstaff, AZ 86003
info@nativepublicmedia.org
<http://www.nativepublicmedia.org>

Pacific Islanders in Communications
1221 Kapiolani Blvd. Suite 6A-4
Honolulu, HI 96814
808-591-0059
<http://www.piccom.org>

Society of Broadcast Engineers (SBE)
<http://www.sbe.org>

South Asia Journalists Association
sajajobs@gmail.com
<http://www.saja.org>

Women in Film and Video – Bay Area Chapter
414-273-9820
Info@bawifm.org
<http://www.bawifm.org>

Women in Film and Video – New England
Chapter
516 E 2nd Street #26
South Boston, MA 02127
617-871-9667
<http://www.womeninfilmvideo.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 or XD Cam disks, keeping a file of written releases from interviewees, researching film rights, shipping tapes/disks/drives, and sitting in on shoots, editing and post production.

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 and other multi-media 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.

OPBnews Web Intern

Working closely with OPB radio, Web interns will write copy, create Web pages, make slideshows, audio, video, maps and other interactive elements for the news.opb.org website. They may also contribute content to social media sites. Familiarity with AP style, Web writing and multi-media tools preferred. Students must have understanding of breaking news and basic journalism principles. They must be able to work independently and with others. Coursework either in graphic arts and or journalism (or both) a plus.

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. Ability to imagine and create multimedia elements highly recommended. A typical weekly time commitment is 32+ hours/week.

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. To see examples of Educational Media projects please view the following: <http://www.learner.org/courses/mathilluminated> and <http://www.g2cs.org>.

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.

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.

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.

Multimedia Journalism/Digital Content

Interns will assist with, research and develop cross-platform stories in areas that may include arts, culture, lifestyle, news and more. Projects may involve creating online audio and video, blogs, articles, photos, slideshows and/or performing background research and assisting producers and reporters in the field. Interns may also research and develop content and promotional plans for social media.

Web Development

Interns will assist with developing and maintaining web applications, working on projects collaborating with the New Media team or other departments at OPB or KMHD. May include work with web APIs, cloud services, and mobile applications.

opbmusic

This internship involves production assistance with **opbmusic** studio sessions, web content and the 24/7 music channel. Duties may include assisting with video production, audio production, writing for and producing media for the website, organizing the music library, promotion and assisting at events.