

LAW OFFICES  
**SCHWARTZ, WOODS & MILLER**  
2001 L STREET, N.W.  
SUITE 900A  
WASHINGTON, D.C. 20036-4940

STAMP AND RETURN

LAWRENCE M. MILLER  
STEVEN C. SCHAFFER  
MALCOLM G. STEVENSON

TELEPHONE: 202-833-1700  
FACSIMILE: 202-833-2351  
WRITER'S EMAIL: [schaffer@swmlaw.com](mailto:schaffer@swmlaw.com)  
WRITER'S EXTENSION: 204

LOUIS SCHWARTZ  
(1918 - 2004)

ROBERT A. WOODS  
(1931-2011)

April 11, 2016

EEO Staff, Policy Division  
Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> Street, S.W.  
Washington, D.C. 20554

RECEIVED - FCC

APR 12 2016

Federal Communications Commission  
Bureau / Office

Re: Station WVIZ(TV)  
FIN 18753  
Cleveland, Ohio  
EEO Audit Letter Response  
FRN: 0005277538

Dear EEO Staff:

On behalf of ideastream, licensee of noncommercial educational television Station WVIZ, Cleveland, Ohio, we are filing herewith its response to your letter of February 24, 2016 regarding its compliance with the FCC's EEO rules.

Please address any questions regarding the response to this office.

Very truly yours,

SCHWARTZ, WOODS & MILLER

By:   
Steven C. Schaffer

Attachments  
SCS/nmc

EEO Staff  
Policy Division, Media Bureau  
Federal Communications Commission  
445 12<sup>th</sup> St. S.W.  
Washington, DC 20554

Idea Center®  
1375 Euclid Avenue  
Cleveland, OH 44115  
216.916.6100

April 6, 2016

To the EEO Staff:

In accordance with your EEO Audit Letter of February 24, 2016, we hereby provide the information requested for the employment unit of licensee ideastream, consisting of noncommercial educational stations WVIZ/PBS (TV) Cleveland, OH; 90.3 WCPN (FM) Cleveland, OH; WCLV 104.9 (FM) Cleveland, OH, and Ohio Governmental Television/The Ohio Channel (non-broadcast), Columbus, OH.

**Data Requested in item 3 of the Audit Letter – Listed below**

3. (a) The two most recent EEO public file reports are attached. Our main website address is [www.ideastream.org](http://www.ideastream.org) and the current report is posted on the “About” ideastream page under the heading **Reports, Statements and General Information**. You can also find this information on the same page by going to [www.wviz.org](http://www.wviz.org), [www.wcpn.org](http://www.wcpn.org) or [www.wclv.org](http://www.wclv.org) and follow the same links. The dates for the full time hires for the audited period are below:

June 1, 2013 – May 31, 2014

- Administrative Assistant – Technology – 7/15/2013
- Statehouse NewsBureau Reporter/Producer – 7/1/2013
- Fundraising Producer – 6/25/2013
- Customer Service Specialist – 7/10/2013
- Reporter/Producer – State Impact Ohio – 9/23/2013
- Host/Producer, Civic Commons – 10/21/2013
- Associate Producer, Civic Commons – 11/6/2013
- Chief Development Officer – 1/27/2014
- Assistant Producer, WCLV – 1/2/2015
- Host/Producer, ATC – 12/31/2013
- Producer – 2/19/2014
- Volunteer Coordinator – 2/24/2014
- Reporter/Producer – 3/24/2014
- Assistant Producer, OGT – 4/28/2014

June 1, 2014 – May 31, 2015

- Assistant Producer – 7/14/14
- Station Manager, 90.3 WCPN – 8/1/2014
- Manager, Information Technology – 7/28/2014

- Assistant Producer, OGT – 8/11/2014
- Assistant Producer, OGT - 8/11/2014
- Program Coordinator, Education -8/25/2014
- Program Coordinator, Education – 10/6/2014
- Managing Editor, News – 8/1/2014
- Development Support Coordinator – 10/13/2014
- Accounting Specialist – 12/22/2014
- Budgets and Reporting Manager – 2/16/2015
- Associate Editor, News – 3/9/2015
- Managing Producer, Specials – 2/16/2015
- Sr. Systems Administrator – 4/6/2015
- Associate Producer – 4/8/2015

3. (b) Attached under item 3(b,c) you will find the posting, a summary of the recruitment activities for each position, along with the places advertisements were placed. The dates of the Full Time Hire on the EEO Public File Report are the correct dates, which at times vary from the tentative date listed on The Recruitment Action Summary Form. We make a practice of keeping in the files copies of all the postings and notices for each site or organization. During this Report period we did not use on-air ads.

3. (c) The same forms for item 3(b,c) contain the number of interviewees and the sources they used to find our posting – the names are redacted for privacy.

3. (d) Documentation of four Unit recruitment/outreach initiatives is attached. The Unit currently has 122 full time employees and the population of the Greater Cleveland metropolitan area is greater than 250,000. Based on these factors the Unit is required to perform four initiatives over a 2 year reporting period, pursuant to Sections 73.2080 ( c ) (2) and (e) (3). I have also included a summary of all the rest of the outreach initiatives.

3. (e) There have been no pending or resolved complaints involving the stations in the current license term.

3. (f) 104.9 WCLV Station Manager Jenny Northern is responsible for the overall FCC compliance issues. Kim MacDonald, Human Resources Director is responsible for implementing EEO policies. Every hiring manager is responsible for following the policies in ideastream’s Recruitment Policy. A copy of that policy/process is given to anyone who can hire staff members. Once a year Human Resources provides training on the hiring process to new managers, which includes the EEO responsibilities. Every job posting and ideastream’s websites include a statement that *“ideastream is an equal employment opportunity employer: we value diversity in our workplace.”*

ideastream’s employment application also contains the EEO statement as well as a statement to disabled applicants. Once hired, all employees receive the ***ideastream Guide to Employment and Benefits***. During their orientation meeting with Human Resources the policies regarding EEO, Americans with Disabilities and Harassment/Discrimination are reviewed in detail and reporting processes are communicated. ideastream posts all the legally required employment posters, including “Equal Employment Opportunity is the Law” in the lunch room of the ideastream offices and there is also an employment poster in a conference room frequently used for interviewing candidates.

3. (g) Human Resources and the senior management team of ideastream analyze the EEO and Diversity programs each summer prior to the end of the FY. The goals of the Diversity policy are reviewed and outcomes of the year's efforts are presented to the Board by the CEO.

3. (h) Each year in April/May the Senior Management of ideastream and Human Resources hold meetings where the staff's current pay, positions, performance reviews and promotions are all reviewed. Analysis is done after the recommendations for all pay increases are done to review for internal equity and are reviewed based on seniority, gender and race. Ideastream's benefits are fully insured and are assessed as non-discriminatory based on ERISA requirements. Ideastream works with an outside Benefits Consultant who reviews all plans for equity.

3. (i) N/A

4. ideastream is not a Time Brokerage.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jerrold F. Wareham", is written over a horizontal line.

Jerrold F. Wareham

President and CEO

Documents in response to question 3A

Two most recent EEO Public File reports

**EEO PUBLIC FILE REPORT**

**FOR**

***ideastream***<sup>®</sup> ***WVIZ/PBS, 90.3 WCPN, and 104.9 WCLV***

**Cleveland Ohio**

This EEO Public File Report

Covers a 12 month period ending 5/31/2014

## EEO PUBLIC FILE REPORT

***This EEO Public File Report is filed in the ideastream® public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.***

During the twelve month period ending on May 31, 2014 the organization filled the following full-time vacancies:

Administrative Assistant – Technology  
Reporter/Producer – Statehouse News Bureau  
Fundraising Producer  
Customer Service Specialist  
Reporter/Producer – State Impact Ohio  
Host/Producer – Civic Commons  
Associate Producer – Civic Commons  
Chief Development Officer  
Assistant Producer – WCLV  
Host/Producer - ATC  
Volunteer Coordinator  
Producer  
Reporter/Producer  
Assistant Producer – Ohio Channel

## FULL-TIME VACANCY EEO INFORMATION

ideastream® interviewed a total of 64 people for all full-time vacancies during the period covered in this report.

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each:

<u>Recruitment Source</u>	<u>Total Number of Interviewees Referred</u>
ideastream website	14
Posted Internally	
Networking/Employee/Friend Referral	21
American University	
Asian American Journalists Assn.	
Assn. of Fundraising Professionals	
Baldwin-Wallace University	
Berkeley Graduate School of Journalism	
Careerboard.com	1
Central State University	
Chronicle of Philanthropy	
Cincinnati Human Relations Comm.	
Cleveland.com	1
Cleveland State University	
CPB Jobline	5
Current Newspaper & Online	1
Cuyahoga Community College	
Emma Bowen Fdn for Minority Interests	
In Radio	
Esperanzainc.com	
Facebook.com	1
Forum for Volunteer Administrators	1
Indeed.com	8
John Carroll University	
Journalismjobs.com	4
Journalismnext.com	



FULL-TIME VACANCY EEO INFORMATION

3

- Kelly Blazek's Job Board
- Kent State University
- LinkedIn
- Missouri School of Journalism
- NAACP of Greater Cleveland
- Nat'l Assn. of Black Journalists
- Nat's Assn. of Hispanic Journalists
- Newhouse School of Journalism
- Non-Profit Talent Job Board
- Northwestern Univ. Journalism School
- Ohio Dept. of Job & Family Svcs
- Ohio Center for Broadcasting
- Ohio State University
- Philanthropy News Digest
- Cleveland Plain Dealer
- Poynter Institute Online
- PRNDI Website
- Radio/TV Digital News Assn
- Staffing Solutions Temp Agency
- TVJobs.com
- University of Akron
- Urban League of Cleveland

2

1

1

**Attachment A contains the following information for each full-time vacancy:**

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- The recruitment source that referred the hiree for each full-time vacancy;
- The total number of persons interviewed for each full-time vacancy; and
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

**Attachment B contains a list and brief description of menu option activities undertaken pursuant to the FCC's EEO rules during the time period covered by this report.**

\* \* \* \* \*

**ATTACHMENT A**

**EEO INFORMATION FOR FULL-TIME VACANCIES**

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Administrative Assistant -  
Technology

**Recruitment Source That Referred the Hiree:** Staffing Solutions Temp Agency

**Date Vacancy Opened:** 11/1/2012

**Total Number of Persons  
Interviewed for the Vacancy:** 3

**Date Vacancy Filled:** 7/15/13

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cleveland.com	1801 Superior Ave. Cleveland, OH 44114	Derrelle Richardson	216-999-6350		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley dmotley@clevelandnaacp.org	216-231-6260		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman dliniman@careerboard.com	216-763-0842 Ext 1230	1	
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Margarita Rodriguez margarita@esperanza	1-216-651-7178 1-216-651-7183 (Fax)		



## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Statehouse News Bureau Reporter/Producer

Recruitment Source That Referred the Hiree: Friend Referral

Date Vacancy Opened: 5/1/2013

Total Number of Persons  
Interviewed for the Vacancy: 3

Date Vacancy Filled: 7/1/2013

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmenrsmith.com">Carmen@carmenrsmith.com</a>	513-582-1276		Yes
NAACP – Columbus	233 S. High Street Columbus, OH 43215	<a href="mailto:branchoffice@columbusnaacp.org">branchoffice@columbusnaacp.org</a>	614-464-3118		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		Yes
Esperanza, Inc.	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	David Funk <a href="mailto:david@esperanzainc.org">david@esperanzainc.org</a>	1-216-651-7178 1-216-651-7183 (Fax)		



**FULL-TIME VACANCY EEO INFORMATION**

**FULL-TIME VACANCY EEO INFORMATION**

Job Title of Vacancy: Fundraising Producer

Recruitment Source That Referred the Hiree: Indeed.com

Date Vacancy Opened: 4/12/13

Total Number of Persons Interviewed for the Vacancy: 4

Date Vacancy Filled: 6/25/13

**Recruitment Sources Used to Fill the Vacancy**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmenrsmith.com">Carmen@carmenrsmith.com</a>	513-582-1276		Yes
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260		
Networking	Various	Information provided by interviewee.	Various		



**FULL-TIME VACANCY EEO INFORMATION**

Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James gary@beonair.com	216-447-9117		Yes
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin unwin@current.org	877-745-8776, x1	1	
CPB Jobline	401 Ninth St. NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	202-879-9600		
Kelly Blazek's Job Board		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>		1	
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> St. New York, NY 10019	Sandra Dorsey Rice srice@cbs.com	212-975-2545		
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>			
Indeed.com		<a href="http://www.indeed.com">www.indeed.com</a>		1	
Employee Referral				1	

**FULL-TIME VACANCY EEO INFORMATION**

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Customer Service Specialist

**Recruitment Source That Referred the Hiree:** Employee Referral

**Date Vacancy Opened:** 6/11/2003

**Total Number of Persons Interviewed for the Vacancy:** 4

**Date Vacancy Filled:** 7/10/2013

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
cleveland.com	1801 Superior Ave. Cleveland, OH 44114	Kim Prudhoe <a href="mailto:kprudoe@plaind.com">kprudoe@plaind.com</a>	216-999-4166	1	
Careerboard.com	6120 Parkland Blvd. - Suite 101 - Mayfield Heights - OH - 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	(216) 763-0842 Ext: 1230		
Networking/Employee Referral	Various		Various	2	
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS Employment Connection	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123	1	
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260		
Cleveland State University	2121 Euclid Avenue	<a href="mailto:careers@csuohio.edu">careers@csuohio.edu</a>	216-687-2000		

FULL-TIME VACANCY EEO INFORMATION

	Cleveland, OH 44115				
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmenrsmith.com">Carmen@carmenrsmith.com</a>	513-582-1276		yes

**FULL-TIME VACANCY EEO INFORMATION**

**Job Title of Vacancy:** Reporter/Producer – State Impact Ohio      **Recruitment Source That Referred the Hiree:** Ideastream Website

**Date Vacancy Opened:** 6/13/2013

**Total Number of Persons  
Interviewed for the Vacancy: 5**

**Date Vacancy Filled:** 9/23/2013

Recruitment Sources Used to Fill the Vacancy						
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?	
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	2		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382			
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999			
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178			
ODJFS Employment Connection	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123			
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley dmotley@clevelandnaacp.org	216-231-6260			
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James gary@beonair.com	216-447-9117		Yes	
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R Smith carmen@carmenrsmith.com	513-582-1276		Yes	

FULL-TIME VACANCY EEO INFORMATION

CPB Jobline	401 Ninth St. NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	202-879-9600	2	
Kelly Blazek's Job Board		<a href="mailto:kbkazek@nls.net">kbkazek@nls.net</a>			
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>			
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>			
Current Online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x1		
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742	<a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>			
Asian American Journalists Association	5 Third Street, #1108 San Francisco, CA 94103	<a href="http://www.aaja.org/career-listings">http://www.aaja.org/career-listings</a>	415-346-2051		
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahicareercenter.com">http://nahicareercenter.com</a>	202-662-7145		
Networking/Friend/Employee	Various	Various		1	
LinkedIn		Jobs – <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>			

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Host/Producer – Civic Commons

Recruitment Source That Referred the Hiree: Networking Referral

Date Vacancy Opened: 8/1/2013

Total Number of Persons interviewed for the Vacancy: 3

Date Vacancy Filled: 10/21/2013

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking/Employee Referral	Various		Various	2	
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260		

FULL-TIME VACANCY EEO INFORMATION

Cleveland Plain Dealer Newspaper	1801 Superior Ave. Cleveland, OH 44114	Nick Inzano <a href="mailto:ninzano@cleveland.com">ninzano@cleveland.com</a>	216-999-4736	
Cleveland.com	Same as above	Same as above	Same as above	
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x 1	
CPB Jobline	401 Ninth Street, NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	202-879-9600	
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>		
Kelly Blazek's Job Board		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>		
American University	4400 Massachusetts Ave, NW Washington, DC 20016	<a href="http://www.american.edu/careercenter">http://www.american.edu/careercenter</a>	202-885-1804	
Northwestern University Journalism School	1845 Sheridan Road Evanston, IL 60208	<a href="http://www.medill.northwestern.edu/careerservices">http://www.medill.northwestern.edu/careerservices</a>	847-491-2049	
Berkeley Graduate School of Journalism	UC Berkeley 121 North Gate Hall Berkeley, CA 94720	<a href="http://journalism.berkeley.edu/jobs/submit">http://journalism.berkeley.edu/jobs/submit</a>	510-642-3383	
Poynter Institute Online	801 Third Street South St. Petersburg, FL 33701	<a href="http://careers.poynter.org/employers">http://careers.poynter.org/employers</a>	888-769-6837	
Newhouse School of Journalism – Syracuse University	215 University Place Syracuse, NY 13244	<a href="http://newhouse.syr.edu/career-development/employers">http://newhouse.syr.edu/career-development/employers</a>	315-443-3270	
Missouri School of Journalism	Admin Offices Columbia, MO 64211	<a href="http://journalism.missouri.edu/career-center">http://journalism.missouri.edu/career-center</a>	573-882-0373	



FULL-TIME VACANCY EEO INFORMATION

Radio/TV Digital News Assn.	National Press Building 529 14 <sup>th</sup> Street, NW Washington, DC 20045	<a href="http://www.rtdna.org">http://www.rtdna.org</a>			
LinkedIn		Jobs – <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>			

**FULL-TIME VACANCY EEO INFORMATION**

**FULL-TIME VACANCY EEO INFORMATION**

Job Title of Vacancy: Associate Producer – Civic Commons      Recruitment Source That Referred the Hiree: CPB Jobline

Date Vacancy Opened: 8/1/2013      Total Number of Persons interviewed for the Vacancy: 7

Date Vacancy Filled: 11/6/2013

**Recruitment Sources Used to Fill the Vacancy**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking/Employee Referral	Various		Various		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith carmen@carmenrsmith.com	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James gary@beonair.com	216-447-9117		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley dmotley@clevelandnaacp.org	216-231-6260		

FULL-TIME VACANCY EEO INFORMATION

Cleveland Plain Dealer Newspaper	1801 Superior Ave. Cleveland, OH 44114	Nick Inzano <a href="mailto:ninzano@cleveland.com">ninzano@cleveland.com</a>	216-999-4736	
Cleveland.com	Same as above	Same as above	Same as above	
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x 1	
CPB Jobline	401 Ninth Street, NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	202-879-9600	3
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		1
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>		
Kelly Blazek's Job Board		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>		1
American University	4400 Massachusetts Ave, NW Washington, DC 20016	<a href="http://www.american.edu/careercenter">http://www.american.edu/careercenter</a>	202-885-1804	
Northwestern University Journalism School	1845 Sheridan Road Evanston, IL 60208	<a href="http://www.medill.northwestern.edu/careerservices">http://www.medill.northwestern.edu/careerservices</a>	847-491-2049	
Berkeley Graduate School of Journalism	UC Berkeley 121 North Gate Hall Berkeley, CA 94720	<a href="http://journalism.berkeley.edu/jobs/submit">http://journalism.berkeley.edu/jobs/submit</a>	510-642-3383	
Poynter Institute Online	801 Third Street South St. Petersburg, FL 33701	<a href="http://careers.poynter.org/employers">http://careers.poynter.org/employers</a>	888-769-6837	
Newhouse School of Journalism – Syracuse University	215 University Place Syracuse, NY 13244	<a href="http://newhouse.syr.edu/career-development/employers">http://newhouse.syr.edu/career-development/employers</a>	315-443-3270	
Missouri School of Journalism	Admin Offices Columbia, MO 64211	<a href="http://journalism.missouri.edu/career-center">http://journalism.missouri.edu/career-center</a>	573-882-0373	
Facebook				1
Radio/TV Digital News Assn.	National Press Building 529 14 <sup>th</sup> Street, NW	<a href="http://www.rtdna.org">http://www.rtdna.org</a>		

FULL-TIME VACANCY EEO INFORMATION

	Washington, DC 20045				
Indeed.com		<a href="http://www.indeed.com">www.indeed.com</a>		1	
LinkedIn		Jobs – <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>			

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Chief Development Officer

Recruitment Source That Referred the Hiree:

Employee Referral

Date Vacancy Opened: 9/4/2013

Total Number of Persons interviewed for the Vacancy: 4

Date Vacancy Filled: 1/27/2014

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking/Employee Referral	Various		Various	3	
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith carmen@carmenrsmith.com	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James gary@beonair.com	216-447-9117		yes
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
Cleveland.com	1801 Superior Avenue Cleveland, OH 44114	Nick Inzano Ninzano@cleveland.com	216-999-4736		
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin unwin@current.org	877-745-8776, x 1		
CPB Jobline	401 Ninth Street, NW	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	202-879-9600		

FULL-TIME VACANCY EEO INFORMATION

	Washington, DC 20004				
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		
Kelly Blazek's Job Board		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>			
LinkedIn		<a href="http://Jobs-listings@linkedin.com">Jobs-listings@linkedin.com</a>			
Chronicle of Philanthropy	1255 23 <sup>rd</sup> Street, NW Washington, DC 20037	<a href="http://philanthropy.com">http://philanthropy.com</a>	202-466-2078		
Philanthropy News Digest	79 Fifth Avenue New York, NY 10003	<a href="http://www.philanthropynewsdigest.org/jobs">http://www.philanthropynewsdigest.org/jobs</a>	212-620-4230		
Assn of Fundraising Professionals	4300 Wilson Blvd, #300 Arlington, VA 22203	<a href="http://jobs.afpnet.org/employees">http://jobs.afpnet.org/employees</a>	703-684-0410		
Non-profit Talent Job Board		<a href="http://www.nonprofitjobs.org">www.nonprofitjobs.org</a>	702-809-8599		

**FULL-TIME VACANCY EEO INFORMATION**

**Job Title of Vacancy:** Assistant Producer – WCLV

**Recruitment Source That Referred the Hiree:** Ideastream Website

**Date Vacancy Opened:** 10/1/2013

**Total Number of Persons interviewed for the Vacancy:** 4

**Date Vacancy filled:** 1/2/14

**Recruitment Sources Used to Fill the Vacancy**

<b>Name of Recruitment Source</b>	<b>Address</b>	<b>Contact Person</b>	<b>Telephone Number</b>	<b>Total Number of Interviewees Referred by the Source for the Vacancy</b>	<b>Did the Source Request Notification?</b>
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	2	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		
Emma Bowen Fdn for Minority Interests in	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		

FULL-TIME VACANCY EEO INFORMATION

Radio								
Cleveland.com	1801 Superior Avenue Cleveland, OH 44114		Nick Inzano Ninzano@cleveland.com		216-999-4736			
CPB Jobline	401 Ninth Street, NW Washington, DC 20004		<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>		202-879-9600			
NAACP	7100 Euclid Avenue Cleveland, OH 44103		Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>		216-231-6260			
Cleveland State University	2121 Euclid Avenue Cleveland, OH 44115		<a href="http://www.csucareerline.experience.com">www.csucareerline.experience.com</a>		216-687-2000			
University of Akron	University of Akron Akron, OH 44325		<a href="http://www.collegecentral.com/uakron">http://www.collegecentral.com/uakron</a>		330-972-7111			
Kent State University	Kent State University Kent, OH 44242		<a href="mailto:cscjobs.kent.edu">cscjobs.kent.edu</a>		330-672-3000			
Baldwin-Wallace University	275 Eastland Road Berea, OH 44017		<a href="http://www.bw.edu/career/employer">http://www.bw.edu/career/employer</a>		440-826-2101			
John Carroll University	1 John Carroll Blvd University Hts., OH 44118		<a href="http://sites.jcu.edu/careercenter">http://sites.jcu.edu/careercenter</a>		216-397-4267			
Journalismnext.com			Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>					
Networking/employee referral							1	
Indeed.com			<a href="http://www.indeed.com">www.indeed.com</a>				1	



**FULL-TIME VACANCY EEO INFORMATION**

**FULL-TIME VACANCY EEO INFORMATION**

Job Title of Vacancy: Host/Producer - ATC

Recruitment Source That Referred the Hiree: Journalismjobs.com

Date Vacancy Opened: 10/19/2013

Total Number of Persons Interviewed for the Vacancy: 3

Date Vacancy Filled: 12/31/13

**Recruitment Sources Used to Fill the Vacancy**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification ?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Public Radio News Directors Inc. (PRNDI)	P. O. Box 838 Sturgis, SD 57785	Christine Page Diers <a href="mailto:cpaigediers@gmail.com">cpaigediers@gmail.com</a>	605-490-3033	1	
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Road Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes

**FULL-TIME VACANCY EEO INFORMATION**

NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260	
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178	
CPB Jobline	401 Ninth St. NW Washington, DC 20004	<a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600	
Current Newspaper & Current Online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x 1	
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545	
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		1
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>		
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742	<a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>		
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahjcareercenter.com">http://nahjcareercenter.com</a>	202-662-7145	
Ohio Assn of Broadcasters online job board	17 S. High Street, #1010 Columbus, OH 43215	<a href="https://www.oab.org/jobs">https://www.oab.org/jobs</a>	614-228-4052	
TVJobs.com	Brdcast Employment Srvc Oceanside, CA 92052	<a href="http://www.tvjobs.com">http://www.tvjobs.com</a>	800-374-0119	
LinkedIn		<a href="http://jobs-listings@linkedin.com">jobs-listings@linkedin.com</a>		

**This page amended 3/2016**

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Producer

Recruitment Source That Referred the Hiree: Employee Referral

Date Vacancy Opened: 10/9/2013

Total Number of Persons Interviewed for the Vacancy : 6

Date Vacancy Filled: 2/19/14

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	3	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking / Employee Referral	Various	Information provided by Interviewee.	Various	3	
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Road Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-ohio.org">Tom.hasson@ula-ohio.org</a>	216-664-4123		
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp">dmotley@clevelandnaacp</a>	216-231-6260		

FULL-TIME VACANCY EEO INFORMATION

			<u>.org</u>				
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, OH 44109		Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>		216-651-7178		
CPB Jobline	401 Ninth St. NW Washington, DC 20004		<a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>		202-879-9600		
Current Newspaper &Current Online	6930 Carroll Ave, #350 Takoma Park, MD 20912		Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>		877-745-8776, x 1		
Emma Bowen Fdn for Minority Interests in Radio Cleveland.com	524 W. 57 <sup>th</sup> Street New York, NY 10019		Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>		212-975-2545		
Journalismjobs.com	1801 Superior Ave Cleveland, OH 44114		Nick Inzano <a href="mailto:ninzano@cleveland.com">ninzano@cleveland.com</a> <a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		216-999-4736		
Journalismnext.com			Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a> <a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>				
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742		<a href="http://nahicareercenter.com">http://nahicareercenter.com</a>		202-662-7145		
Ohio Assn of Broadcasters online job board	1050 Connecticut Ave, NW Washington, DC 20036		<a href="https://www.oab.org/job">https://www.oab.org/job</a>		614-228-4052		
TVjobs.com	17 S. High Street, #1010 Columbus, OH 43215		<a href="http://www.tvjobs.com">http://www.tvjobs.com</a>		800-374-0119		
LinkedIn	Brdcast Employment Srvc Oceanside, CA 92052		<a href="http://jobs-listings@linkedin.com">Jobs- listings@linkedin.com</a>				

**FULL-TIME VACANCY EEO INFORMATION**

**Job Title of Vacancy:** Volunteer Coordinator

**Recruitment Source That Referred the Hiree:** Indeed.com

**Date Vacancy Opened:** 11/12/13

**Total Number of Persons Interviewed for the Vacancy:** 5

**Date Vacancy Filled:** 2/24/14

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
cleveland.com	1801 Superior Ave. Cleveland, OH 44114	Nick Inzano <a href="mailto:ninzano@clevealand.com">ninzano@clevealand.com</a>	216-999-4736		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842 Ext 1230		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevealandnaacp.org">dmotley@clevealandnaacp.org</a>	216-231-6260		
CPB Jobline	401 Ninth St. NW Washington, DC 20004	Erick Dunham <a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600		

FULL-TIME VACANCY EEO INFORMATION

Ohio Center for Broadcasting	9885 Rockside Road Valley View, OH 44125	Janice Hannah-Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Comm Kelly Blazek's Job Board	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a> <a href="mailto:kblazek@nls.net">kblazek@nls.net</a>	513-582-1276		yes
Assn of Fundraising Professionals	4300 Wilson Blvd, #300 Arlington, VA 22203	<a href="http://www.afpnet.org">http://www.afpnet.org</a>	703-684-0410		
Forum for Volunteer Administrators	P. O. Box 1878 Cleveland, OH 44106	<a href="http://www.fvaohio.org">http://www.fvaohio.org</a>		1	
Esperanza	3104 W. 25 <sup>th</sup> Str, 4 <sup>th</sup> Flr Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178		
LinkedIn		Jobs – <a href="http://listings@linkedin.com">listings@linkedin.com</a>			
Indeed.com		<a href="http://www.indeed.com">www.indeed.com</a>		3	
Networking/Employee Referral				1	

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Reporter/Producer

Recruitment Source That Referred the Hiree: Networking Referral

Date Vacancy Opened: 2/1/14

Total Number of Persons Interviewed for the Vacancy: 5

Date Vacancy Filled: 3/24/14

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
cleveland.com	1801 Superior Ave. Cleveland, OH 44114	Nick Inzano <a href="mailto:ninzano@cleveland.com">ninzano@cleveland.com</a>	216-999-4736		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842 Ext 1230		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODIFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260		
CPB Jobline	401 Ninth St. NW Washington, DC 20004	Erick Dunham <a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600	2	

FULL-TIME VACANCY EEO INFORMATION

Ohio Center for Broadcasting	9885 Rockside Road Valley View, OH 44125	Janice Hannah-Hardy <a href="mailto:ihardy@beonair.com">ihardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Comm	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
Kelly Blazek's Job Board		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>			
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>			
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>			
Esperanza	3104 W. 25 <sup>th</sup> Str, 4 <sup>th</sup> Fir Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178		
Emma Bowen Fdh for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		
Current Newspaper and Current online	6930 Carroll Ave., #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x 1		
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahjcareercenter.com">http://nahjcareercenter.com</a>	202-662-7145		
LinkedIn		Jobs – <a href="http://listings@linkedin.com">listings@linkedin.com</a>			
Networking/Employee Referral				2	



## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Assistant Producer - OGT

Recruitment Source That Referred the Hiree: Indeed.com

Date Vacancy Opened: 1/28/2014

Total Number of Persons interviewed for the Vacancy: 8

Date Vacancy filled: 4/28/2014

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842 Ext 1230		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
Urban League of Columbus	788 Mount Vernon Ave Columbus, OH 43203	Courtney Morse <a href="mailto:cmorse@cul.org">cmorse@cul.org</a>	614-257-6300		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
Ohio Center for Broadcasting	9000 Sweet Valley Drive Valley View, OH 44125	Gary James <a href="mailto:gary@beonair.com">gary@beonair.com</a>	216-447-9117		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		

FULL-TIME VACANCY EEO INFORMATION

Emma Bowen Fdn for Minority Interests in Radio Cleveland.com	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545	
CPB Jobline	1801 Superior Avenue Cleveland, OH 44114	Nick Inzano <a href="mailto:Ninzano@cleveland.com">Ninzano@cleveland.com</a> <a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>	216-999-4736	
NAACP – Columbus	401 Ninth Street, NW Washington, DC 20004	<a href="mailto:branchoffice@columbusnaacp.org">branchoffice@columbusnaacp.org</a>	202-879-9600	
Cleveland State University	341 S. Third Street, #11 Columbus, OH 43215	<a href="http://www.csucareerline.experience.com">www.csucareerline.experience.com</a>	614-464-1108	
University of Akron	2121 Euclid Avenue Cleveland, OH 44115	<a href="http://www.collegecentral.com/uakron">http://www.collegecentral.com/uakron</a>	216-687-2000	
Kent State University	University of Akron Akron, OH 44325	<a href="http://www.collegecentral.com/uakron">http://www.collegecentral.com/uakron</a>	330-972-7111	
Ohio State University	Kent State University Kent, OH 44242	<a href="mailto:cscjobs.kent.edu">cscjobs.kent.edu</a>	330-672-3000	
Central State University		Buckeye Careers Network: <a href="http://careers-osu-csm.symplicity.com/employers">http://careers-osu-csm.symplicity.com/employers</a> <a href="http://centralstate-csm.symplicity.com/employers">http://centralstate-csm.symplicity.com/employers</a>	614-292-1255	
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>		
Kelly Blazek's Job Board		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		1
Networking/employee referral		<a href="mailto:kblazek@nls.net">kblazek@nls.net</a>		3
LinkedIn		Jobs – <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>		
Indeed.com	We do not post here; they	pick up our postings from our website.		3

**ATTACHMENT B**  
**MENU OPTION ACTIVITIES**

**MENU OPTION ACTIVITIES**

ideastream has engaged in the following outreach activities during the year covered by this report (June 1, 2013- May 31, 2014):

<i>Activity Classification*</i>	<i>Type of Activity</i>	<i>Brief Description</i>
1.	Job/Internship Fair Attendance	<p>Ideastream representatives attended three Job/Internship Fairs in the fall of 2013 and spring of 2014. At each of these fairs resumes were gathered and forwarded to Department Managers for internships. Students were also informed how to access our Job postings on the ideastream websites for future job vacancies.</p> <p>Dates and locations of fairs:  <b>November 7, 2013</b> Baldwin Wallace University held a Career and Internship Expo.  <b>February 7, 2014</b> Cleveland State University Career Fair  <b>April 4, 2014</b> Kent State University held JobExpo2014 for their College of Communications students.</p>
5	Internship program	<p>We have continued our Internship Program at ideastream over the past year. We have a series of college interns for either fall, winter/spring or summer sessions learning more about their chosen field. There have been 1 graduate level, 24 college level and 3 high school level interns at ideastream in this past 12 months. Interns gain experience in television and radio production, communications/graphic design, promotions or development and support of a non-profit organization.</p> <p>One high school level intern worked at ideastream supporting the Information Technology and Program needs of the Educational Services Department.</p>

8.	Diversity Training	<p>Ideastream presented the following sessions to staff in June 2013. There were 5 separate sessions held over 2 days where training about diversity topics was directed to Senior Staff, Content Producers, Hiring Managers and The Community Advisory Board</p> <p>The sessions were as follows:</p> <p>Monday afternoon June 17, 2013</p> <ul style="list-style-type: none"> <li>☞ <b>Social Media Sourcing:</b> Luis Clemens helps journalists find new ways to use the tools of social media to find a greater diversity of sources. The tools are universally applicable to all that we do and across all platforms. This is a very popular, use-immediately session that Luis began at NPR and has taken to stations and conferences over the past two years.</li> </ul> <p>Monday afternoon June 17, 2013 and Tuesday morning June 18, 2013</p> <ul style="list-style-type: none"> <li>☞ <b>Handling the Hot Issues of Difference:</b> This session for content producers looks at language and coverage issues that frequently arise when journalists tackle the hottest issues under the “diversity” umbrella – from race/ethnicity to sexual orientation to class, ideology, faith, gender and more.</li> </ul> <p>Tuesday morning, June 18, 2013</p> <ul style="list-style-type: none"> <li>☞ <b>Social Media Sourcing:</b> Luis Clemens helps journalists find new ways to use the tools of social media to find a greater diversity of sources. The tools are universally applicable to all that we do and across all platforms. This is a very popular, use-immediately session that Luis began at NPR and has taken to stations and conferences over the past two years.</li> </ul>
8.	Ideastream University	<p>In the Fall of 2013 the initial Ideastream University session “What is Ideastream” was reprised for all Ideastream employees hired in the past 2 years. Total attendance was about 30 employees.</p>

11	Careers Seminars	<ol style="list-style-type: none"> <li>1) Rick Jackson, Host/Producer presented to the Laurel School Journalism Club on June 4, 2013 about journalism careers. There were 10 students</li> <li>2) On September 26, 2013 a Distance Learning Video Seminar was broadcast to a live audience in the Westfield Studio and 10 schools were connected via the DL technology. The speaker was <i>Russ Mitchell</i> from WKYC news to discuss his career in TV and Broadcast News. Total 250 students</li> <li>3) Mary Fecteau, Education Producer spoke to 12 students from Greater Cleveland (Through the Cleveland Foundation) on October 12, 2013 and again on May 1, 2014 regarding media production as a career. These same students were then taken on a tour of the Idea Center.</li> <li>4) February 1, 2014 Eric Siler, Education Workshop Coordinator gave a tour of the ideastream facilities to 13 third and fourth graders from the Jack and Jill of America, Cleveland Chapter.</li> <li>5) On March 4, 2014 Eric Siler spoke to 2 classes of HS juniors and seniors (40 total) at Trumbull Career &amp; Technical Center in Warren, OH about careers in broadcasting</li> </ol>
14./ 8.	Hiring Process Training	<p>In August 2013 a 4 hour seminar was presented to Management level employees of ideastream regarding the Hiring Process. This training covered the Policy/Procedures used at ideastream for hiring new staff. Included in those polices are the focus on diversity, how to avoid unintentional bias during interviews and how to make sure the candidate pool is diverse (as well as the hiring team). 17 employees attended.</p>
14.	HR seminar	<p>In March 2014 the HR Director attended a one day seminar hosted by CSHRM. The session included a variety of HR topics including hiring and diversity. One program focused on expanding the diversity of the talent pool.</p>

\* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

**EEO PUBLIC FILE REPORT**

**FOR**

***ideastream® WVIZ/PBS, 90.3 WCPN, and 104.9 WCLY***

**Cleveland Ohio**

This EEO Public File Report  
Covers a 12 month period ending 5/31/2015



## EEO PUBLIC FILE REPORT

***This EEO Public File Report is filed in the *ideastream*® public inspection file pursuant to Section 73.2080(c)(6) of the Federal Communications Commission's ("FCC") rules.***

During the twelve month period ending on May 31, 2015 the organization filled the following full-time vacancies:

Assistant Producer  
Station Manager, 90.3 WCPN  
Manager, Information Technology  
Assistant Producer, OGT  
Assistant Producer, OGT  
Program Coordinator, Education  
Program Coordinator, Education  
Managing Editor, News  
Development Support Coordinator  
Accounting Specialist  
Budgets & Reporting Manager  
Associate Editor – News  
Managing Producer – Specials  
Senior Systems Administrator  
Associate Producer

ideastream® interviewed a total of 60 people for all full-time vacancies during the period covered in this report.

The following are the recruitment sources used during the period covered in this report and the cumulative number of interviewees referred by each:

<u>Recruitment Source</u>	<u>Total Number of Interviewees Referred</u>
ideastream website	17
Posted Internally	5
Networking/Employee/Friend Referral	5
Asian American Journalists Assn.	
Assn of Fundraising Professionals	
Baldwin-Wallace University	
Bowling Green State University	1
Careerboard.com	
Case Western Reserve University	
Central State University	
Cincinnati Human Relations Comm.	
Cleveland.com	
Clevelanddiversity.com	
Cleveland Plain Dealer	
Cleveland State University	1
CPB Jobline	
Craig's List - Cleveland	2
Current Newspaper & Online	
Cuyahoga Arts & Culture Job Board	
Cuyahoga Community College (Tri-C)	
Emma Bowen Fdn for Minority Interests	
In Radio	
Esperanzainc.com	
Facebook.com	1
Granted.com	
Greater Cleveland Partnership Job Board	
Greaterpublic.org	
Indeed.com	12
Inside Radio	
IT Diversity.com	
John Carroll University	
Journalismjobs.com	

Journalismnext.com	1
K-12 Jobspot	
Kent State University	3
LinkedIn	9
Livingston Associates	
Media Bistro	
NAACP of Greater Cleveland	
Nat'l Assn of Black Accountants	
Nat'l Assn. of Black Journalists	
Nat'l Assn of Black Engineers – NEO Chapter	
Nat'l Assn. of Hispanic Journalists	
NETA Online	
ODJFS – Ohio Means Jobs	1
Ohio Assn of Broadcasters	
Ohio Center for Broadcasting	
Ohio University Scripps School of Jnlsm	
PMBA.org	
Poynter Institute Online	
PRNDI Website	
Simply Hired.com	1
Staffing Solutions Temp Agency	1
University of Akron	
Urban League of Cleveland	
WITI (Women in Technology Int'l)	

**Attachment A contains the following information for each full-time vacancy:**

- The recruitment source(s) used to fill each vacancy, identified by name, address, contact person and telephone number;
- The recruitment source that referred the hiree for each full-time vacancy;
- The total number of persons interviewed for each full-time vacancy; and
- The total number of interviewees referred by each recruitment source used in connection with each vacancy.

**Attachment B contains a list and brief description of menu option activities undertaken pursuant to the FCC's EEO rules during the time period covered by this report.**

\* \* \* \* \*

**ATTACHMENT A**  
**EEO INFORMATION FOR FULL-TIME VACANCIES**

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Assistant Producer

**Recruitment Source That Referred the Hiree:** indeed.com

**Date Vacancy Opened:** 5/9/14

**Total Number of Persons  
Interviewed for the Vacancy:** 5

**Date Vacancy Filled:** 7/14/14

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382	3	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Cleveland.com	1801 Superior Ave. Cleveland, OH 44114	David Mathews	216-999-4736		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Donna Motley <a href="mailto:dmotley@clevelandnaacp.org">dmotley@clevelandnaacp.org</a>	216-231-6260		
CPB Jobline	401 Ninth Street, NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>			
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178 1-216-651-7183 (Fax)		

Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Commission	801 Plum Street City Hall, Room 158 Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmensmith.com">carmen@carmensmith.com</a>	513-582-1276		yes
Cleveland State University	2121 Euclid Avenue Cleveland, OH 44115	<a href="mailto:csucareerline@experience.com">csucareerline@experience.com</a>	216-687-2233		
Ohio University Scripps School of Journalism	1 Ohio University Athens, Ohio 45701-2979	Debbie DePeel <a href="mailto:depeel@ohio.edu">depeel@ohio.edu</a>	740-593-2590		
University of Akron	302 E. Buchtel Avenue Akron, OH 44325	<a href="http://www.uakron.edu/career/">http://www.uakron.edu/career/</a>	330-972-7747		
Bowling Green State University	Bowling Green, OH 43403-0001	<a href="http://www.bgsu.edu/career-center/employers/job-posting-form.html">http://www.bgsu.edu/career-center/employers/job-posting-form.html</a>	419-372-2531		
Central State University	1400 Brush Row Wilberforce, OH 45384	<a href="http://centralstate-csm.symplicity.com/employers">http://centralstate-csm.symplicity.com/employers</a>	937-376-6011		
Kent State University	800 E. Summit Street Kent, Oh 44240	<a href="mailto:cscjobs@kent.edu">cscjobs@kent.edu</a> <a href="https://kentstate.experience.com/emp/sblogin">https://kentstate.experience.com/emp/sblogin</a>	330-672-2360		
Indeed.com	We do not post here – they pick up our postings from our website	<a href="http://www.indeed.com">www.indeed.com</a>		1	

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Station Manager, 90.3 WCPN

**Recruitment Source That Referred the Hiree:** Livingston & Associates

**Date Vacancy Opened:** 5/8/2014

**Total Number of Persons**

**Interviewed for the Vacancy:** 3

**Date Vacancy Filled:** 8/1/2014

**Recruitment Sources Used to Fill the Vacancy**

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmenrsmith.com">Carmen@carmenrsmith.com</a>	513-582-1276		Yes
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		Yes
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
Esperanza, Inc.	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178 1-216-651-7183(Fax)		
Emma Bowen Foundation for Minority Interests In Media	30 Rockefeller Plaza New York, NY 10112	Sandra Rice <a href="mailto:sdrice@cbs.com">sdrice@cbs.com</a>	212-975-2545		
LinkedIn		Jobs - <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>			



ODJFS/ Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
CPB Jobline	401 Ninth Street, NW Washington, DC 20004	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>			
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		
<u>Livingston Associates</u> – filed ads on our behalf with:	3000 Chestnut Ave., #208 Baltimore, MD 21211	Tom Livingston <a href="mailto:info@livingstonassociates.net">info@livingstonassociates.net</a>	410-243-1974	3	
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Kathleen Unwin <a href="mailto:unwin@current.org">unwin@current.org</a>	877-745-8776, x1		
Inside Radio	P. O. Box 567925 Atlanta, GA 31156	<a href="http://www.insideradio.com">www.insideradio.com</a>	800-248-4242		
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742	<a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>			
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahjcarecenter.com">http://nahjcarecenter.com</a>	202-662-7145		
Asian American Journalists Assn.	5 Third Street, Suite 1108 San Francisco, CA 94103	<a href="http://www.aajia.org">www.aajia.org</a>	415-346-2051		

*Amended 3/2016*

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Manager Information Technology      **Recruitment Source That Referred the Hiree:** Networking/Colleague Referral

**Date Vacancy Opened:** 4/18/2014

**Total Number of Persons**

**Interviewed for the Vacancy:** 7

**Date Vacancy Filled:** 7/28/2014

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382	2	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmenrsmith.com">Carmen@carmenrsmith.com</a>	513-582-1276		Yes
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		Yes
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS/ Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		

Networking	Various	Information provided by interviewee.	Various	1
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178	
LinkedIn		Jobs – <a href="mailto:listings@linkedin.com">listings@linkedin.com</a>		
Cleveland.com	1801 Superior Ave. Cleveland, OH 44114	David Mathews	216-999-4736	
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842	1
Case Western Reserve University	10900 Euclid Avenue Cleveland, OH 44106	<a href="https://case-csm.symplicity.com/employers/">https://case-csm.symplicity.com/employers/</a>	216-368-2000	
WITI (Women in Information Technology Int'l)		<a href="http://www.witi4hire.com">www.witi4hire.com</a>	818-788-9484	
IT Diversity		<a href="http://www.ITDiversitycareers.com">www.ITDiversitycareers.com</a>	952.595.4496 ext 107	
Indeed.com	We do not post here – they pick up our postings from our website	<a href="http://www.indeed.com">www.indeed.com</a>		3

Amended 3/2016

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Assistant Producer – OGT (2 positions)

**Recruitment Source That Referred the Hires:** Internal Posting (Former Interns)

**Date Vacancy Opened:** 7/11/2014

**Total Number of Persons**

**Interviewed for the Vacancy:** 3

**Date Vacancy Filled:** 8/11/2014

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Avenue Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	2	
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:Carmen@carmensmith.com">Carmen@carmensmith.com</a>	513-582-1276		Yes
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		Yes
Urban League of Columbus	788 Mt Vernon Ave Columbus, OH 43203	Courtney Morse <a href="mailto:cmorse@cul.org">cmorse@cul.org</a>	(614) 257-6300 Ext 176		
ODJFS Employment Connection/Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP - Columbus	341S. 3 <sup>rd</sup> Street, #11 Columbus, OH 43215		614-464-1108		

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Program Coordinator, Education (Grant)      Recruitment Source That Referred the Hiree: ideastream website

Date Vacancy Opened: 7/30/2014

Total Number of Persons

Interviewed for the Vacancy: 6

Date Vacancy Filled: 10/6/14

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	3	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
ODJFS/ Ohio Means Jobs Employment Connection	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy jhardy@beonair.com	216-503-5900		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright swright3030@gmail.com	216-231-6260		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy jhardy@beonair.com	216-503-5900		Yes

Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276	Yes
K-12 Jobspot		<a href="http://www.k12jobspot.com">www.k12jobspot.com</a>		
Indeed.com	We do not post here – they pick up our postings from our website	<a href="http://www.indeed.com">www.indeed.com</a>	1	
Networking/Employee Referrals		various	2	

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Program Coordinator - Education

Recruitment Source That Referred the Hiree: Employee Referral

Date Vacancy Opened: 07/17/2014

Total Number of Persons interviewed for the Vacancy: 3

Date Vacancy Filled: 8/25/2014

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
ODJFS/Ohio Means Jobs Employment Connection	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith carmen@carmenrsmith.com	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy jhardy@beonair.com	216-503-5900		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright swright3030@gmail.com	216-231-6260		
K-12 Jobspot		<a href="http://www.k12jobspot.com">www.k12jobspot.com</a>		1	
Indeed.com	We do not post here – they pick up our postings from our website	<a href="http://www.indeed.com">www.indeed.com</a>		1	





## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: **Managing Editor – News**

Recruitment Source That Referred the Hiree: **Livingston Associates**

Date Vacancy Opened: **4/3/2014**

Total Number of Persons interviewed for the Vacancy: **4**

Date Vacancy Filled: **8/1/2014**

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
ODJFS/Ohio Means Jobs Employment Connection	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith carmen@carmenrsmith.com	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy jhardy@beonair.com	216-503-5900		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright swright3030@gmail.com	216-231-6260		



PMBA.org						
Greaterpublic.org						
Media Bistro	475 Park Avenue South New York, NY 10016	Rachel LaMariana <a href="http://www.mediabistro.com">www.mediabistro.com</a>	212-547-7934			

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Development Support Coordinator

**Recruitment Source That Referred the Hiree:** Staffing Solutions

**Date Vacancy Opened:** 8/26/2014

**Total Number of Persons interviewed for the Vacancy:** 5

**Date Vacancy Filled:** 10/13/2014

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking/Employee Referral	Various		Various		
ODJFS (Ohio Means Jobs)	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson Tom.hasson@ula-Ohio.org	216-664-4123	1	
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith carmen@carmenrsmith.com	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez jesus@esperanzainc.org	1-216-651-7178		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy jhardy@beonair.com	216-503-5900		yes
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes cstokes@ulcleveland.org	216-622-0999		
Cleveland.com	1801 Superior Avenue Cleveland, OH 44114	David Mathews dmathews@cleveland.com	216-999-4736		

LinkedIn			<a href="mailto:Jobs-listings@linkedin.com">Jobs-listings@linkedin.com</a>		1	
Assn of Fundraising Professionals	4300 Wilson Blvd, #300 Arlington, VA 22203		<a href="http://jobs.afpnct.org/employers">http://jobs.afpnct.org/employers</a>	703-684-0410		
Cuyahoga Arts & Culture Non-Profit Job Board	1501 Euclid Avenue Cleveland, OH 44115		Jennifer Schlosser <a href="http://www.cacgrants.org/jobs">www.cacgrants.org/jobs</a>	216-515-8303		
Cleveland NAACP	7100 Euclid Avenue Cleveland, OH 44103		Sheila Wright <a href="mailto:Swright3030@gmail.com">Swright3030@gmail.com</a>	216-231-6260		
Career Board	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124		Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842		
Staffing Solutions Agency	5915 Landerbrook Dr., #100 Mayfield Hts., OH 44124		Ann Richardson	440-684-7218	1	
Indeed.com	We do not post here – they pick up our postings from our website.		<a href="http://www.indeed.com">www.indeed.com</a>		1	

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Accounting Specialist

Recruitment Source That Referred the Hiree: Indeed.com

Date Vacancy Opened: 10/27/2014

Total Number of Persons interviewed for the Vacancy: 4

Date Vacancy filled: 12/22/2015

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS – Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carrensmith.com">carmen@carrensmith.com</a>	513-582-1276		yes
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		
Cleveland Plain Dealer	1801 Superior Avenue Cleveland OH 44114	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736		
Cleveland.com	1801 Superior Avenue Cleveland, OH 44114	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736		

Careerboard.com	6120 Parkland Blvd #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		
Cleveland State University	2121 Euclid Avenue Cleveland, OH 44115	<a href="http://www.csucareerline.experience.com">www.csucareerline.experience.com</a>	216-687-2000	1	
Case Western Reserve University	10900 Euclid Avenue Cleveland, OH 44106	<a href="https://case-csm.symplicity.com/employers">https://case-csm.symplicity.com/employers</a>	216-368-2000		
Kent State University	Kent State University Kent, OH 44242	<a href="http://cscjobs.kent.edu">cscjobs.kent.edu</a>	330-672-3000		
Baldwin-Wallace University	275 Eastland Road Berea, OH 44017	<a href="http://www.bw.edu/career/employer">http://www.bw.edu/career/employer</a>	440-826-2101		
John Carroll University	1 John Carroll Blvd University Hts., OH 44118	<a href="http://sites.jcu.edu/careercenter">http://sites.jcu.edu/careercenter</a>	216-397-4267		
Networking/employee referral					
Indeed.com		<a href="http://www.indeed.com">www.indeed.com</a>		3	

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Budgets & Reporting Manager

**Recruitment Source That Referred the Hiree:** Ideastream Website

**Date Vacancy Opened:** 12/9/2014

**Total Number of Persons Interviewed for the Vacancy:** 5

**Date Vacancy Filled:** 2/16/2015

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviews Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	3	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cleveland.com	1801 Superior Avenue Cleveland, OH 44114	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS – Ohio Means Jobs	1020 Bolivar Road Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		



Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178		
CPB Jobline	401 Ninth St. NW Washington, DC 20004	<a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44114	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842		
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srince@cbs.com">srince@cbs.com</a>	212-975-2545		
Cleveland State University	2121 Euclid Avenue Cleveland, OH 44115	<a href="mailto:csucareerline@experience.com">csucareerline@experience.com</a>	216-687-2233		
Kent State University	800 E. Summit Street Kent, OH 44240	<a href="mailto:cscjobs@kent.edu">cscjobs@kent.edu</a> <a href="https://kentstate.experience.com">https://kentstate.experience.com</a>	330-672-2360		
University of Akron	302 E. Buchtel Avenue Akron, OH 44325	<a href="http://www.collegecentral.com/uakron">http://www.collegecentral.com/ uakron</a>	330-972-7111		
LinkedIn		<a href="mailto:Jobs-listings@linkedin.com">Jobs-listings@linkedin.com</a>		1	
Nat'l Assn of Black Accountants	7474 Greenway Center Dr, #1120, Greenbelt MD 20770	<a href="http://nabacareercenter.nabainc.org/jobs">http://nabacareercenter.nabainc. org/jobs</a>	301-474-6222		
Granted.com		<a href="http://www.granted.com/employers">www.granted.com/employers</a>	626-243-9365		
Cuyahoga Arts & Culture Job Board	1501 Euclid Avenue Cleveland, OH 44115	Jennifer Schollosser <a href="http://www.cacgrants.org/jobs">www.cacgrants.org/jobs</a>	216-515-8303		
Indeed.com	We do not post here directly- they pick up postings from our website	<a href="http://www.indeed.com">www.indeed.com</a>		1	
Current Newspaper & Current online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Emily Lowrey <a href="mailto:advertising@current.org">advertising@current.org</a>	877-745-8776, x1		

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Associate Editor, News      **Recruitment Source That Referred the Hiree:** ideastream website  
**Date Vacancy Opened:** 11/11/2014      **Total Number of Persons Interviewed for the Vacancy :** 1

**Date Vacancy Filled:** 3/9/2015

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	1	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Networking / Employee Referral	Various	Information provided by Interviewee.	Various		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS – Ohio Means Jobs	1020 Bolivar Road Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes

NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260	
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178	
CPB Jobline	401 Ninth St. NW Washington, DC 20004	<a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600	
Current Newspaper & Current Online	6930 Carroll Ave, #350 Takoma Park, MD 20912	Emily Lowrey <a href="mailto:advertising@current.org">advertising@current.org</a>	877-745-8776, x 1	
Emma Bowen Fdn for Minority Interests in Radio Cleveland.com	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545	
	1801 Superior Ave Cleveland, OH 44114	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736	
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>		
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>		
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742	<a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>		
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahjcareercenter.com">http://nahjcareercenter.com</a>	202-662-7145	
Media Bistro	475 Park Avenue – South New York, NY 10016	Rachel LaMariana <a href="mailto:Job.info@mediabistro.com">Job.info@mediabistro.com</a>	212-547-7934	
Poynter Institute	801 Third Street, South St. Petersburg, FL 33701	<a href="http://careers.poynter.org/employers">http://careers.poynter.org/employers</a>	888-491-8833, ext 1445	
LinkedIn		<a href="http://Jobs-listings@linkedin.com">Jobs-listings@linkedin.com</a>		

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: **Managing Producer - Specials**

Recruitment Source That Referred the Hiree: **Simply Hired.com**

Date Vacancy Opened: **11/5/2014**

Total Number of Persons Interviewed for the Vacancy: **5**

Date Vacancy Filled: **2/16/2015**

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	2	
Ohio Assn of Broadcasters	17 S. High Street, #1010 Columbus, OH 43215	<a href="http://www.oab.org">www.oab.org</a>	614-228-4052		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS – Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		
CPB Jobline	401 Ninth St. NW Washington, DC 20004	Erick Dunham <a href="http://www.stations.cpb.org.jobline">www.stations.cpb.org.jobline</a>	202-879-9600		

Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmenrsmith.com">carmen@carmenrsmith.com</a>	513-582-1276		yes
Current Newspaper & Current Online	6930 Carroll Ave., #350 Takoma Park, MD 20912	Emily Lowrey <a href="mailto:advertising@current.org">advertising@current.org</a>	877-745-8776, ext 1		
Emma Bowen Fdn for Minority Interest in Media	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		
Esperanza	3104 W. 25 <sup>th</sup> Str, 4 <sup>th</sup> Flr Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178		
Journalismjobs.com		<a href="http://www.journalismjobs.com">www.journalismjobs.com</a>			
Journalismnext.com		Eric Wee <a href="http://www.journalismnext.com">www.journalismnext.com</a>			
Nat'l Assn of Black Journalists	1100 Knight Hall College Park, MD 20742	<a href="http://careerservices.nabj.org">http://careerservices.nabj.org</a>			
Nat'l Assn of Hispanic Journalists	1050 Connecticut Ave, NW Washington, DC 20036	<a href="http://nahjcareercenter.com">http://nahjcareercenter.com</a>	202-662-7145		
Media Bistro	475 Park Avenue- South New York, NY 10016	Rachel LaMariana <a href="mailto:Job.info@mediabistro.com">Job.info@mediabistro.com</a>	212-547-7934		
Poynter Institute	801 Third Street, South St. Petersburg, FL 33701	<a href="http://careers.poynter.org/employers">http://careers.poynter.org/employers</a>	888-491-8833, ext 1445		
Livingston Associates	3000 Chestnut Ave, #208 Baltimore, MD 21211	Tom Livingston <a href="mailto:info@livingstonassociates.net">info@livingstonassociates.net</a>	410-243-1974	2	
SimplyHired.com	We do not post here; they pick up our postings from our website			1	

Amended 3/2016

## FULL-TIME VACANCY EEO INFORMATION

**Job Title of Vacancy:** Senior Systems Administrator

**Recruitment Source That Referred the Hiree:** Facebook

**Date Vacancy Opened:** 2/26/2015

**Total Number of Persons Interviewed for the Vacancy:** 3

**Date Vacancy Filled:** 4/6/2015

### Recruitment Sources Used to Fill the Vacancy

Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviews Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
cleveland.com	1801 Superior Ave. Cleveland, OH 44114	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736		
Careerboard.com	6120 Parkland Blvd, #101 Mayfield Hts., OH 44124	Dennis Liniman <a href="mailto:dliniman@careerboard.com">dliniman@careerboard.com</a>	216-763-0842 Ext 1230		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
ODJFS – Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
NAACP	7100 Euclid Avenue Cleveland, OH 44103	Sheila Wright <a href="mailto:swright3030@gmail.com">swright3030@gmail.com</a>	216-231-6260		

Ohio Center for Broadcasting	9885 Rockside Road Valley View, OH 44125	Janice Hannah-Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Cincinnati Human Relations Comm	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmensmith.com">carmen@carmensmith.com</a>	513-582-1276		yes
Esperanza	3104 W. 25 <sup>th</sup> Str, 4 <sup>th</sup> Flr Cleveland, OH 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	216-651-7178		
Cleveland State University	2121 Euclid Avenue Cleveland, OH 44115	<a href="mailto:csucareerline@experience.com">csucareerline@experience.com</a>	216-687-2233		
Cuyahoga Comm College	2900 Community College Ave, Cleveland, OH 44115	<a href="http://www.collegecentral.com/tri-c">http://www.collegecentral.com/tri-c</a>	800-954-8742		
University of Akron	302 E. Buchtel Avenue Akron, OH 44325	<a href="http://www.uakron.edu/career/">http://www.uakron.edu/career/</a>	330-972-7747		
Kent State University	800 E. Summit Street Kent, OH 44240	<a href="mailto:cscjobs@kent.edu">cscjobs@kent.edu</a> <a href="https://kentstate.experience.com">https://kentstate.experience.com</a>	330-672-2360		
Nat'l Assn of Black Engineers – NEO Chapter	PO Box 6704 Cleveland, OH 44101-1704	Shon McGhee <a href="mailto:accounting@nsbe.org">accounting@nsbe.org</a>	877-891-5544		
Women In Technology Int'l	11500 Olympic Blvd, #400 Los Angeles, CA 90064	<a href="http://www.jobs.witi4hire.com/employers">www.jobs.witi4hire.com/employers</a>	818-788-9484		
<a href="http://clevelanddiversity.com">clevelanddiversity.com</a>		<a href="mailto:info@clevelanddiversity.com">info@clevelanddiversity.com</a>	800-984-3775		
LinkedIn		Jobs – <a href="https://listings@linkedin.com">listings@linkedin.com</a>			
Greater Cleveland Partnership Job Board		Scott Harrington <a href="mailto:sharrington@gcpartnership.com">sharrington@gcpartnership.com</a>			
Cuyahoga Arts & Culture Job Board	1501 Euclid Avenue, #407 Cleveland, OH 44115	Jennifer Schlosser <a href="http://www.cacgrants.org/jobs">www.cacgrants.org/jobs</a>	216-515-8303		
Facebook.com		<a href="http://www.facebook.com">www.facebook.com</a>		1	
Craig's List Cleveland		<a href="http://post.craigslist.org">post.craigslist.org</a>		2	

## FULL-TIME VACANCY EEO INFORMATION

Job Title of Vacancy: Associate Producer

Recruitment Source That Referred the Hiree: ideastream website

Date Vacancy Opened: 1/22/2015

Total Number of Persons interviewed for the Vacancy: 6

Date Vacancy filled: 4/8/2015

Recruitment Sources Used to Fill the Vacancy					
Name of Recruitment Source	Address	Contact Person	Telephone Number	Total Number of Interviewees Referred by the Source for the Vacancy	Did the Source Request Notification?
ideastream website	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382	3	
Posted Internally	1375 Euclid Ave. Cleveland, OH 44115	Kim MacDonald	216-916-6382		
Cleveland.com	1801 Superior Avenue Cleveland, OH 44115	David Mathews <a href="mailto:dmathews@cleveland.com">dmathews@cleveland.com</a>	216-999-4736		
Urban League of Cleveland	2930 Prospect Avenue Cleveland, OH 44115	Cordell Stokes <a href="mailto:cstokes@ulcleveland.org">cstokes@ulcleveland.org</a>	216-622-0999		
Emma Bowen Fdn for Minority Interests in Radio	524 W. 57 <sup>th</sup> Street New York, NY 10019	Sandra Dorsey Rice <a href="mailto:srice@cbs.com">srice@cbs.com</a>	212-975-2545		
ODJFS – Ohio Means Jobs	1020 Bolivar Rd. Cleveland, OH 44115	Tom Hasson <a href="mailto:Tom.hasson@ula-Ohio.org">Tom.hasson@ula-Ohio.org</a>	216-664-4123		
Cincinnati Human Relations Commission	810 Plum Street Cincinnati, OH 45202	Carmen R. Smith <a href="mailto:carmen@carmensmith.com">carmen@carmensmith.com</a>	513-582-1276		yes
Ohio Center for Broadcasting	9885 Rockside Rd, #160 Valley View, OH 44125	Janice Hardy <a href="mailto:jhardy@beonair.com">jhardy@beonair.com</a>	216-503-5900		yes
Esperanza	3104 W. 25 <sup>th</sup> St. 4 <sup>th</sup> Floor Cleveland, Ohio 44109	Jesus Sanchez <a href="mailto:jesus@esperanzainc.org">jesus@esperanzainc.org</a>	1-216-651-7178		





**ATTACHMENT B**  
**MENU OPTION ACTIVITIES**

## MENU OPTION ACTIVITIES

ideastream<sup>®</sup> has engaged in the following outreach activities during the year covered by this report (June 1, 2014- May 31, 2015):

<b>Activity Classification *</b>	<b>Type of Activity</b>	<b>Brief Description</b>
1.	Job/Internship Fair Attendance	<p>Ideastream representatives attended two Job/Internship Fairs in spring of 2015. At each of these fairs resumes were gathered and forwarded to Department Managers for internships. Students were also informed how to access our Job postings on the ideastream websites for future job vacancies. Dates and locations of fairs:  <b>January 7, 2015</b> NOCHE Career Showcase 2015 at the Aloft Hotel, Cleveland, OH  <b>Friday, March 6, 2015</b> Kent State University Annual Careere expo at the Cleveland Convention Center, Cleveland, OH</p>
5.	Internship program	<p>We have continued our Internship Program at ideastream over the past year. We have a series of college interns for either fall, winter/spring or summer sessions learning more about their chosen field. There have been 2 graduate level, 20 college level and 3 high school level interns at ideastream in this past 12 months. Interns gain experience in television and radio production, communications/graphic design, promotions or development and support of a non-profit organization. One high school level intern worked at ideastream supporting the Information Technology and Program needs of the Educational Services Department. Interns represent males/females, several minority groups as well as older/non-traditional students. Details available upon request.</p>
14.	Diversity Training	<p>ideastream presented Harassment Prevention Training in September of 2014. This training involved every ideastream full and regular part-time employee. A separate session for Managers was provided, focusing on their special responsibilities to keep ideastream harassment free. The training was provided by lawyers from Fisher and Phillips Employment Law organization.</p>

8.	Ideastream University	<p>The ideastream University session "What is ideastream?" was held for all newly hired ideastream employees on December 2, 2014 and again on May 14, 2015. The next session "How Do I Fit In?" is designed as a follow up session to advise and educate new employees on the ways to be successful at this organization. Two sessions of this program were held on February 23 and 25, 2015. Total attendance between these four sessions was 52 employees.</p>
10, 11	Careers Seminars	<ol style="list-style-type: none"> <li>1) Distance Learning Video Seminar was broadcast to 4 schools connected via the DL technology. The speaker was <i>Bill Willis</i> from WTAM radio to discuss his career in Broadcast News. Total 43 students</li> <li>2) Mary Fecteau, Education Producer spoke to 3 separate groups of students (total of 40) regarding media production as a career. These same students were then taken on a tour of the Idea Center.</li> <li>3) Christopher Crawford, Program Coordinator and Stephanie Jarvis, Assistant Producer and other ideastream production staff spoke to 6 separate school groups about "How <i>NewsDepth</i> is produced" There were a total of 160 students involved.</li> <li>4) Eric Siler, Professional Learning Coordinator, has conducted tours of the ideastream facilities to 14 different groups of students ranging from elementary through high school age. These tours are to expose students to the operation of the stations and jobs of people who work here.</li> <li>5) Linda Williams, Senior Director of Education at ideastream took 120 8<sup>th</sup> grade students from a low income Cleveland neighborhood on a tour of the Idea Center facilities and spoke to them about careers in media.</li> <li>6) Dee Perry, Senior Host/Producer, spoke to two groups of high school students (St. Martin de Porres on November 7, 2014 and at New Bridge Cleveland on February 18, 2015) about her path to her career in radio/TV with ideastream. A total of more than 100 students. She will also speak to about 95 5<sup>th</sup> graders from Urban Community School on May 28, 2105</li> </ol>

\* For "Activity Classification" use numbers "1" through "16" in accordance with the following:

1. Participation in at least four job fairs by station personnel who have substantial responsibility in making hiring decisions;
2. Hosting of at least one job fair;
3. Co-sponsoring of at least one job fair with organizations in the business and professional community whose membership includes substantial participation by women and minorities;
4. Participation in at least four events, including conventions, career days, workshops, and similar activities, sponsored by organizations representing groups present in the community interested in broadcast employment issues;
5. Establishment of an internship program designed to assist members of the community to acquire skills needed for broadcast employment;
6. Participation in job banks, Internet programs, and other programs designed to promote outreach generally (i.e., outreach that is not primarily directed to providing notification of specific job vacancies);
7. Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting;
8. Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions;
9. Establishment of a mentoring program for station personnel;
10. Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;
11. Sponsorship of at least two events in the community designed to inform and educate members of the public about employment opportunities in broadcasting;
12. Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation by women and minorities;
13. Provision of assistance to unaffiliated non-profit entities in the maintenance of web sites that provide counseling on the process of searching for broadcast employment and/or other career development assistance pertinent to broadcasting;
14. Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination;
15. Provision of training to personnel of unaffiliated non-profit organizations interested in broadcast employment opportunities that would enable them to better refer job candidates for broadcast positions;
16. Participation in other activities designed by the station reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

Documents in response to question 3B & C

Hiring summaries.

Includes advertisements and notices, and copies of the posting.

Sources used by interviewees are also noted here.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Administrative Assistant – Technology

DEPARTMENT: Technology

REPORTS TO: Senior Director, Technology

DATE POSITION BECAME AVAILABLE FOR HIRING: 11/1/2012

EXPECTED STARTING DATE FOR POSITION: 2/1/2013

- I. INTERNAL POSTING : DATE: 10/26/2012
- IDEASTREAM WEBSITES POSTING: DATE: 10/26/2012

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES  NO

ODJFS (Employment Connection) YES  NO

WEBSITES: Careerboard.com; Cleveland State University; Cleveland.com; Tri-C;

OTHER: NAACP; Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO
- PLAIN DEALER  YES  NO
- OTHER YES  NO  Name: \_\_\_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
[REDACTED]	F	W	Careerboard.com
[REDACTED]	F	B	ideastream website
[REDACTED]	F	W	Staffing Solutions

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

Start date - 7/13/13  
[REDACTED] S  
HIRE DATE: [REDACTED]

REQUIRED SIGNATURES:

Kim McDonald  
HUMAN RESOURCES DIRECTOR

3/12/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

3/13/13  
DATE

Thomas A. Francis  
DEPARTMENT HEAD

3/13/2013  
DATE

Thomas A. Francis  
IMMEDIATE SUPERVISOR

3/13/2013  
DATE

## MacDonald, Kim

---

**From:** MacDonald, Kim  
**Sent:** Friday, October 26, 2012 11:46 AM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Administrative Assistant, Technology



### NOTICE OF JOB OPENING

**Position Title:** Administrative Assistant ~ Technology

**Department:** Technology

**Reports to:** Sr. Director ~ Technology

#### Job Content:

**1. Position Summary:**

Coordinate and facilitate the administrative functions of the Technology Department with efficiency, accuracy, timeliness and quality.

**2. Essential duties and responsibilities:**

- Maintain schedule and book meetings, appointments, seminars and training for Technology Director and other Technology staff members as needed. Schedule and organize meetings. Prepare meeting materials as required.
- Provide, track and manage information and communications with staff, partners, listeners, viewers, members, supporters, suppliers, vendors and contractors to supply information, answer questions, arrange meetings, and assist in promptly resolving difficulties, etc.
- Coordinate with the Accounting Department regarding Technology time sheets, purchase orders, capital asset management, financial statements, etc. Coordinate with Shipping regarding purchase orders and items received.
- Initiate check requests, purchase orders and invoices for various Technology department expenses. Order equipment, parts, supplies, software and documentation as requested.
- Design and maintain the Technology office physical and electronic file systems so that all correspondence, records and other documents are safely stored and readily accessible.
- Maintain Technology department databases and spreadsheets. Create and update databases and spreadsheets as required.
- Update information on Intranet/Internet Web Site or other system documentation as requested.
- Provide support for Technology Help Desk. Assist with item triage, ensure follow-up and close-out, record statistics and reports.
- Support office mailing, copy, print, and phone systems, support staff training



- Support Technology staff in budget and personnel management by maintaining and regularly updating records and files. Screen and direct all telephone calls appropriately. Take accurate detailed messages when necessary.
- Compose, organize and distribute the Technology departments' incoming and outgoing correspondence, reports, and e-mails; perform data entry, etc. as needed.
- Collect, verify and have Director sign department time sheets, expense reports, vacation requests, etc. as needed.
- Work on special events as needed (i.e. World Series of Wine, Auction, conferences, etc).
- Various other duties as required.

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Statehouse Reporter/Producer

DEPARTMENT: Content

REPORTS TO: Statehouse Bureau Chief

DATE POSITION BECAME AVAILABLE FOR HIRING: May 1, 2013

EXPECTED STARTING DATE FOR POSITION: 7/1/2013

- I.  INTERNAL POSTING: DATE: 2/8/2013 – reposted 4/25/2013
- IDEASTREAM WEBSITES POSTING: DATE: 2/8/2013- reposted 4/25/2013

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES\_\_\_ NO\_x\_\_

ODIFS (Employment Connection) YES\_\_\_ NO\_x\_\_

WEBSITES: CPBJobline; Journalismnext.com; Current online; Journalism Job Board Network (see attached organizations)

OTHER: NAACP; Esperanza

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting; Cincinnati Human Rights Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES\_x\_\_ NO\_\_\_Current
- PLAIN DEALER YES\_\_\_ NO\_x\_\_
- OTHER YES\_\_\_ NO\_x\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	F	W	Facebook
2. [REDACTED]	M	A	Friend
3. [REDACTED]	M	W	Friend

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 7/1/2013

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

6/7/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

6/10/13  
DATE

[Signature]  
DEPARTMENT HEAD

6/7/13  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

6.7.13  
DATE

## MacDonald, Kim

---

**From:** MacDonald, Kim  
**Sent:** Thursday, April 25, 2013 11:15 AM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Reporter - Statehouse News Bureau - REPOSTED

### NOTICE OF JOB OPENING

ideastream®

#### Reporter/Producer – Statehouse News Bureau (This position is located in Columbus, OH)

Wanted: journalist with a passion for political reporting, public broadcasting and producing compelling work to become the third member of our award-winning Statehouse News Bureau.

As part of our team, you'll be based in the historic Ohio Statehouse, covering our high-profile governor and an active and sometimes controversial legislature. And you'll follow state and national politics from the key swing state in every major election for the last decade. You'll be based in Columbus in central Ohio.

#### **Duties:**

Our Statehouse Reporters cover all three branches of state government, along with elections, education, the economy and other issues of statewide interest. Reporters write and produce long-form features and short spots for Ohio's public radio stations, along with occasional series, documentaries and investigative reports. They also help produce "The State of Ohio", the Bureau's weekly TV talk show, and make regular appearances on programs aired on radio and television statewide.

#### **Qualifications:**

- At least three (3) years full-time reporting experience, preferably in broadcast.
- Experience in public broadcasting a plus, but print journalists will be considered..
- Bachelor's degree preferred, but journalists with equivalent years' experience in journalism who lack a degree may also apply.
- Strong writing and research skills, along with demonstrated story development abilities.
- Multimedia/social media savvy and experience.
- Solid knowledge of Windows, Microsoft Office and Outlook. Proficiency in Adobe Audition strongly preferred. Basic skills in still photography and video a plus.
- Knowledge of Ohio politics preferred, but not required if applicant has previous political reporting experience and is a fast learner.

For a full job description please visit the ideastream website [www.ideastream.org/employment](http://www.ideastream.org/employment)

#### **Essential Physical Demands and Working Environment:**

Ability to see, communicate, hear and utilize electronic communication devices. Must have valid driver's license and daily access to personal vehicle. In-state travel is required.

**ideastream** is an Equal Opportunity Employer.

Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.

We value diversity in our workplace.

**Guidelines for Submission**

Qualified candidates must submit a cover letter, resume, work samples and references by end of business **May 10, 2013** to:

[HR@ideastream.org](mailto:HR@ideastream.org)

or to

Attn: Human Resources  
WVIZ/PBS and WCPN 90.3 ideastream  
Idea Center  
1375 Euclid Ave.  
Cleveland, OH 44115

*Posted 2/8/2013*

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Producer, On-air and Online Fundraising

DEPARTMENT: Development

REPORTS TO: Jean Zeller

DATE POSITION BECAME AVAILABLE FOR HIRING: 4/12/13

EXPECTED STARTING DATE FOR POSITION: 6/1/2013

- I.  INTERNAL POSTING : DATE: 4/12/2013
- IDEASTREAM WEBSITES POSTING: DATE: 4/12/2013

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE . YES  NO \_\_\_

ODJFS (Employment Connection) . YES  NO \_\_\_

WEBSITES: CPBJobline; Journalismjobs.com; Current online; Kelley Blazek's JobBoard;

OTHER: NAACP; Esperanza; Emma Bowen Foundation for Minority Interests in Media

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO  Current :
- PLAIN DEALER YES \_\_\_ NO  X \_\_\_
- OTHER YES \_\_\_ NO  X \_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	F	H	Current
2. [REDACTED]	F	W	Kelley Blazek Job Board
3. [REDACTED]	F	W	Indeed.com
4. [REDACTED]	F	W	Employee Referral (Sharon Herene)

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 6/25/2013

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

5/31/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

6/6/13  
DATE

[Signature]  
DEPARTMENT HEAD

5/31/13  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

5/31/13  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Friday, April 12, 2013 10:30 AM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ On-air and Online Fundraising Producer

**NOTICE OF JOB OPENING**  
**ideastream®**

Cleveland, OH

***On-air and Online Fundraising Producer***

ideastream® has an exciting opportunity for an On-air and Online Fundraising Producer for our radio, TV and web platforms. The ideal candidate will have a moderate level of professional broadcast producing experience, and have knowledge in the areas fundraising/promotion. The main role of this position is to direct all aspects of ideastream's on-air, online and social media support for fundraising efforts.

**Qualifications include:**

- Demonstrated broadcast writing and production skills and experience in radio and/or TV producing, including ability to coordinate a variety of tasks, set priorities and meet deadlines.
- Demonstrated ability to think strategically and creatively and have experience in project management
- Knowledge of fundraising and e-commerce software technologies, including excellent Microsoft Office skills
- Works well with others in a collaborative environment. Possess excellent communication skills both written and verbal.
- Demonstrated organizational skills and ability to meet deadlines
- Knowledge of PBS, APS, NPR and PRI programming and public media fundraising preferred
- Bachelor's Degree in Fundraising, Communications, Marketing or equivalent years of professional production experience

If this sounds like you please contact us!

To view a full job description and to apply go to [www.ideastream.org/employment](http://www.ideastream.org/employment).

**To apply directly from this posting please follow this link.**

**<https://home2.eease.adp.com/recruit/?id=6515302>**

EOE

Posted: 4/12/2013

Deadline for applicants: April 30, 2013

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Customer Service Specialist

DEPARTMENT: Development

REPORTS TO: Peg Neeson/Melanie Collier

DATE POSITION BECAME AVAILABLE FOR HIRING: 6/11/2013

EXPECTED STARTING DATE FOR POSITION: 7/15/2013

- I. INTERNAL POSTING : DATE: 6/11/2013  
IDEASTREAM WEBSITES POSTING: DATE: 6/11/2013

II. RECRUITMENT SOURCES USED:

✓ URBAN LEAGUE YES x NO \_\_\_

✓ ODJFS (Employment Connection) YES x NO \_\_\_

WEBSITES: Cleveland.com; CareerBoard.com; Cleveland State University

OTHER: NAACP; Esperanza; Facebook

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES \_\_\_ NO x  
PLAIN DEALER YES x NO \_\_\_  
OTHER YES \_\_\_ NO x \_\_\_

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	F	W	networking via United Way
2. [REDACTED]	F	B	Employment Connection
3. [REDACTED]	F	H	Cleveland.com
4. [REDACTED]	F	H	Volunteers' email

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 7/10/13

REQUIRED SIGNATURES:

[Signature]  
HUMAN RESOURCES DIRECTOR

7/1/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

7/2/13  
DATE

[Signature]  
DEPARTMENT HEAD

7/2/13  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

7/2/13  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Tuesday, June 11, 2013 12:14 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Customer Service Specialist

ideastream

**NOTICE OF JOB OPENING**

**Job Title: Customer Service Specialist- Full time**

**Reports to: Community Relations Director**

**JOB CONTENT:**

**1. Position Summary:**

Provides one-stop service for member and audience questions, comments and problems in a courteous, responsive, timely and efficient manner using phone, email and written communication; effects the efficient flow of information between callers and ideastream personnel; directs the flow of visitors through Idea Center; and provides information regarding ideastream, PlayhouseSquare, Idea Center tenants and the general Cleveland area in a courteous, professional manner.

**2. Essential duties and responsibilities:**

- Answer questions, handle problems and concerns, research issues, and record audience and member comments through the use of ideastream information systems such as membership database, network and station information sites and other software or data provided.
- Work with Content and Development managers and staff to provide timely and responsive service.
- Maintain accurate and up-to-date audience information in membership software by recording program preferences or other customized information. Encourage and take memberships in WVIZ/PBS, 90.3 WCPN and 104.9 WCLV as appropriate, as part of all audience interactions.
- Prepare and generate periodic reports and special projects as assigned.
- Assist ideastream departments and staff with clerical duties, reports, conference room scheduling, etc., as requested.
- Maintain daily record of all queries, responses and other information as requested.
- Maintain signage by posting daily and upcoming events held at Idea Center.
- Act as receptionist for Idea Center.
- Other duties as assigned.

**QUALIFICATIONS:**

**Knowledge/Skills/Aptitudes:**

- Polished presence, exceptional customer service skills and mindset; knowledge of appropriate customer service processes.
- Enthusiastic with a friendly, helpful attitude.
- Patient, flexible and effective in a fast paced environment.
- Ability to focus on the needs of the customer and to strive for customer satisfaction.



- Excellent problem-solving skills for timely and thorough resolution of questions and issues.
- Excellent interpersonal and verbal communication skills.
- Familiarity with Microsoft Office software; database software knowledge a plus.
- Ability to learn quickly.

**Experience:**

High level of social skills, with at least three years of experience working with the public.

**Education:**

Minimum of a high school diploma is required.

**Essential Physical Demands and Working Environment:**

Ability to see, speak clearly on the telephone and in person, hear, utilize electronic communication devices and move throughout the building.

**ideastream is an Equal Opportunity Employer.**

*Women, minorities and persons who are physically challenged or with disabilities are encouraged to apply.*

*We value diversity in our workplace.*

To apply please go to [www.ideastream.org/employment](http://www.ideastream.org/employment) click on Customer Service Specialist and find the apply tab.

*Posted 6/11/2013*

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Reporter/Producer, StateImpact Ohio

DEPARTMENT: Content

REPORTS TO: David Molpus

DATE POSITION BECAME AVAILABLE FOR HIRING: June 13, 2013

EXPECTED STARTING DATE FOR POSITION: 9/1/2013

- I. INTERNAL POSTING : DATE: 6/18/2013
- IDEASTREAM WEBSITES POSTING: DATE: 6/18/2013

- II. RECRUITMENT SOURCES USED:
  - URBAN LEAGUE YES  NO
  - ODJFS (Employment Connection) YES  NO

WEBSITES: CPBJobline; Journalismjobs.com; Journalismnext.com; Current online; Nat'l Assoc. of Black Journalists; Asian American Journalists; Nat'l Association of Hispanic Journalists

OTHER: NAACP; Emma Bowen Foundation for Minority Interests in Media; Esperanza; Kelly Blazek's Communications Job Board; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES  NO
- PLAIN DEALER YES  NO
- OTHER YES  NO  Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

NAME	SEX	RACE	REFERRED FROM
1. [REDACTED]	M	W	CPBJobline
2. [REDACTED]	F	W	Friend (John Dinges)
3. [REDACTED]	F	W	ideastream website
4. [REDACTED]	F	A	Referred by NPR, Doug Mitchell
5. [REDACTED]	M	B	ideastream website

NAME OF APPLICANT SELECTED: [REDACTED]  
STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 9/23/13

REQUIRED SIGNATURES:

Kim Macdonald  
HUMAN RESOURCES DIRECTOR

8/23/13  
DATE

[Signature]  
CHIEF FINANCIAL OFFICER

8/23/13  
DATE

[Signature]  
DEPARTMENT HEAD

8/22/13  
DATE

David Molpus  
IMMEDIATE SUPERVISOR

8/22/13  
DATE

**MacDonald, Kim**

---

**From:** MacDonald, Kim  
**Sent:** Wednesday, June 19, 2013 2:02 PM  
**To:** ideastream STAFF  
**Subject:** NOTICE OF JOB OPENING ~ Reporter/Producer ~State Impact Ohio: Eye on Education

NOTICE OF JOB OPENING

**ideastream® Reporter/Producer ~ State Impact Ohio: Eye on Education**

ideastream is seeking a first-rate reporter to be part of the State Impact Ohio project, a collaboration of WCPN-Cleveland, WKSU-Kent, and WOSU-Columbus. The reporter will track, explain and analyze existing and proposed laws, policies, funding, contracts and regulations affecting Ohio's schools and colleges. Candidates need to have a solid journalistic track record that includes policy reporting and analysis; someone who can use data based research and social media to enhance and expand their sourcing and reporting; awareness of how state government works and how it affects education is a plus.

Requires a demonstrated ability to cultivate sources, identify important trends and collect and verify information. Minimum two-years paid reporting experience required. Strongly prefer radio/on-air reporting experience. Others considered if can demonstrate adaptability to training and new technology.

EOE

For a full job description and to apply please go to [ideastream.org/employment](http://ideastream.org/employment)

**RECRUITMENT ACTION SUMMARY FORM**

POSITION TITLE: Host/Producer, Civic Commons

DEPARTMENT: Content

REPORTS TO: Mike Shafarenko

DATE POSITION BECAME AVAILABLE FOR HIRING: August 1, 2013

EXPECTED STARTING DATE FOR POSITION: 10/1/2013

- I. INTERNAL POSTING : DATE: 8/6/2013  
IDEASTREAM WEBSITES POSTING: DATE: 8/6/2013

II. RECRUITMENT SOURCES USED:

URBAN LEAGUE YES\_\_\_ NO x\_\_\_  
 ODJFS (Employment Connection) YES x\_\_\_ NO \_\_\_

WEBSITES: CPBJobline; Journalismjobs.com; Journalismnext.com; Current online; Cleveland.com; American University; Northwestern University; Berkeley Grad School of Journalism; Newhouse School of Journalism; Missouri School of Journalism; Radio/TV Digital News Assoc.

OTHER: NAACP; Esperanza; Kelly Blazek's Communications Job Board; LinkedIn

ORGANIZATIONS REQUESTING OUR POSTINGS: Ohio Center for Broadcasting, Cincinnati Human Relations Commission

- III. CLASSIFIED NEWSPAPER AD(S) PLACED YES x\_\_\_ NO \_\_\_  
PLAIN DEALER  YES x\_\_\_ NO \_\_\_  
OTHER  YES x\_\_\_ NO \_\_\_ Current

SUMMARY OF APPLICANT(S) INTERVIEWED FOR POSITION

<u>NAME</u>	<u>SEX</u>	<u>RACE</u>	<u>REFERRED FROM</u>
1. [REDACTED]	M	B	ideastream website
2. [REDACTED]	M	A	Networking-personal referral
3. [REDACTED]	M	Two or more	Networking-personal referral

NAME OF APPLICANT SELECTED: [REDACTED]

STARTING SALARY OFFERED: [REDACTED]

HIRE DATE: 10-21-13

REQUIRED SIGNATURES:

Kim MacDonald  
HUMAN RESOURCES DIRECTOR

9/23/13  
DATE

Ala Kully  
CHIEF FINANCIAL OFFICER

9/24/2013  
DATE

[Signature]  
DEPARTMENT HEAD

9/24/2013  
DATE

[Signature]  
IMMEDIATE SUPERVISOR

9/25/13  
DATE