

**EEO Public File Report (back-up info in manager's locked file)**

For the 12-month period starting 11/21/15 and ending 11/20/16

**Prepared by Maggie Montgomery, General Manager  
Northern Community Radio**

**This report covers:**

Call Signs: KAXE and KBXE  
Facility ID #s 49540 and 172756 respectively  
Type of station: Educational FM  
Location: Grand Rapids Minnesota and Bagley Minnesota  
These two stations share some staff. KAXE has 6 or more full-time staff and KBXE has fewer than 6 full-time staff.

**1. The following is a list of all vacancies for full-time jobs during the previous 12 months:**

<u>Job Title</u>	<u>Date of Opening</u>	<u>Date Filled</u>
Volunteer Coordinator/Producer	December 10, 2015	Jan 18, 2016
Producer	May 31, 2016	July 5, 2016

**2. During the previous 12 months, the following recruitment sources were contacted as vacancies for full-time jobs opened. Those with an asterisk were organizations that requested to be contacted as job openings occurred: NA**

<u>Recruitment Source</u>	<u>Address</u>	<u>Contact Person</u>	<u>Phone #</u>
Ampers listserv	ampers@lists.stcloudstate.edu	online	
JobsHQ.com	online	Anne Malvin	
Bemidji Pioneer	1320 Neilson Ave SE, Bji	online	218/333-9200
Bemidji Advertiser	1320 Neilson Ave SE, Bemidji	online	218/333-9200
Cass Lake Times	PO Box 398 Cass Lake	Allan Olson	218/335-2290
Grand Rapids Herald Review	301 1 <sup>st</sup> Ave NW, GR	online	218/326-6623
Hibbing Tribune	2142 1 <sup>st</sup> Ave, Hibbing MN	online	218/262-1011
Internal dissemination/word of mouth/Twitter			218/326-1234
Northern Community Radio website	www.kaxe.org	online	N/A
KAXE/KBXE On-Air Volunteers	Facebook group	online	N/A

**3. The following is a list of the services for full-time jobs shown in Section A above and the recruitment source which provided the hire for that position:**

Volunteer Coordinator/Producer—Northern Community Radio website  
Producer—word of mouth

**4. During the previous 12 months there were a total of 9 people interviewed for vacancies for full-time positions. The following is a list of the total number of interviewees referred by each recruitment source shown in Section B above:**

Word of mouth: 2

Northern Community Radio website: 2  
Facebook: 3  
Bemidji Pioneer: 1  
Twitter: 1

**5. During the last 12 months the station employment unit engaged in the following initiatives (provide full details, including an explanation if no initiatives were conducted during the period involved—Northern Community Radio is required to engage in 2 initiatives within a 2-year period):**

1. Northern Community Radio participates in an annual scholarship program through Ampers, the Association of MN Public Educational Radio Stations. A \$1,000 Ampers scholarship is awarded annually to a student who is pursuing an education in broadcasting. The general manager (hiring authority) is Northern Community Radio's representative to Ampers. Northern Community Radio contributes money directly to the scholarship fund. (vii) Participation in scholarship programs designed to assist students interested in pursuing a career in broadcasting; )

2-3. Northern Community Radio conducted 2 training classes for new on-air volunteers during the reporting period. The classes are open to all people, with no fee or eligibility criteria. The general manager, director of operations, volunteer coordinator and music director team taught the classes. Each class met for 1 session, followed by observation sessions and supervised training. Dates of the sessions were May 2, 2016 and October 3, 2016. The classes provide a means by which community members can be introduced to radio programming careers and programming on Northern Community Radio specifically. After the classes there is extensive follow-up, with individual attention given to each volunteer who wishes to be on the air. In this reporting period 26 people completed volunteer training classes. Of the current staff, 4 of the 10 full-time staff were introduced to radio as a career through volunteer training at Northern Community Radio.

( viii) Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions)

Name of Respondent: Northern Community Radio

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Typed Name: Julia Crabb

Title: President

Telephone Number: 218/326-1234