

EEO Public File Report, October 2017-September 2018

SPOKANE PUBLIC RADIO

**Licensee of KPBX FM, KSFC FM, KPBZ FM, KTWP FM, KOMQ FM, KPBG FM, KPBW FM
Washington
KIBX FM, KXJO FM, KLGGM FM Idaho**

EEO PUBLIC FILE –ANNUAL-REPORT [2017-2018]

Placed in the Public File and posted online on October 1, 2018

FCC rule 73.2080 requires this station to report the following information for all full-time employment vacancies.

1. A list of all full-time vacancies filled by the station's employment unit during the preceding year, identified by job title.
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations that specifically requested notification of job vacancies, which should be separately identified), identified by name, address, contact person and telephone number.
3. The recruitment source that referred the hiree for each full-time vacancy during the preceding year
4. Data reflecting the total number of persons interviewed for full-time vacancies during the preceding year and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies.
5. A list and brief description of initiatives undertaken to satisfy the requirement to complete four activities within a two-year period.

Full-Time Vacancies Filled During Past Year: 1	
Job Title: Marketing Coordinator	Date Filled: 6/18/2018
Recruitment / Referral Sources: List all recruitment sources used to seek candidates, clearly indicating which source(s) referred the person hired for the position, and which source(s) referred persons interviewed for the position. Use the attached list of recruitment source.	
From the list in Section II: ** indicates the recruitment sources used for this position	
Total Applicants: 22 Total Interviewed: 3	
Of those interviewed for the position, note the sources of recruitment.	
Source: #2, Spokane Public Radio Website	Hired? Yes
Source: # 3, On-air announcements on Spokane Public Radio	Hired? No
Source: #2, Spokane Public Radio Website	Hired? No

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Section II

EEO Full Time Position Recruitment List:

- 1) The Spokesman Review**
Print Ads and on-line postings
Spokane and North Idaho Editions
999 West Riverside Avenue
Spokane WA 99201
(509) 459-5124
- 2) Spokane Public Radio Website: **
Employment Page
<http://spokanepublicradio.org/employment>
Internships
<http://spokanepublicradio.org/internships>
Stephanie Ingoldby
(509)328-5729
- 3) On-air announcements: **
KPBX 91.1, live and recorded announcements
KSFC 91.9, recorded announcements
- 4) Facebook - Multiple postings on social media**
<https://www.facebook.com/spokanepublicradio>
- 5) AARP Foundation - SCSEP
Senior Community Service Employment Program
222 W Mission #118
Spokane, WA 99201
(509)325-7712
Karen Johnson Asst. Project Manager
- 6) Association of Independents in Radio**
328 Flatbush Ave., #322
Brooklyn, NY 11238
air@well.com
- 7) Corporation For Public Broadcasting**
401 Ninth Street, NW
Washington DC 20004-2129
webmaster@cpb.org
- 8) Black Lens News**
sandy@blacklensnews.com
- 9) National Asian American Telecommunications Association**
145 9th Street, Suite 350
San Francisco, CA 94103
naata@naatanet.org
- 10) Pacific Islanders in Communications**
1221 Kapiolani Boulevard, Ste 6A-4
Honolulu, HI 96814
piccom@aloha.net
- 11) American Women In Radio and Television, Inc. **
8405 Greensboro Dr., Suite 800
McLean, VA 22102
info@awrt.org
- 12) Asian American Journalists Association**
1182 Market St, Ste 320
San Francisco, CA 94102
PHONE: 415-346-2051
FAX: 415-346-6343
National@aaja.org

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Community Referrals and Resources:

13) Spokane Woman's Club**
1428 W 9th Ave
Spokane, WA 99204
bellacovamama@gmail.com

19) South West Spokane Community Center**
310 S Spruce St.
Spokane, WA 99201
lacaiya@hotmail.com

14) East Central Community Center
500 S. Stone
Spokane, WA 99202
sellis@spokanecity.org

20) Colville Tribes**
21 Colville St.
Nespelem, WA 99155
anthony.thomas@colvilletribes.com

15) Eastern Washington University Career Services**
114 Showalter Hall
Cheney, WA 99004
careers@ewu.edu

21) Spokane Falls Community College**
Career and Community Engagement Center
3410 W. Fort George Wright Dr.
Spokane, WA 99224
careers@spokanefalls.edu

16) Spokane Institute for Extended Learning**
2310 N Monroe St
Spokane, WA 99205
kthayer@iel.spokane.edu

22) Washington State University**
Edward R. Murrow College of Communication
PO Box 642520
Pullman, WA 99164
communications@wsu.edu

17) Spokane Community College**
Student Success and Career Services
1810 North Green Street
Spokane, WA 99217
lhunt@scc.spokane.edu

23) Gonzaga University
Crosby Student Center-Career Center
502 E Boone Ave.
Spokane, WA 99258
careercenter@gonzaga.edu

18) West Central Community Center
1603 N. Belt
Spokane, WA 99205
info@westcentralcc.org

24) YWCA Opportunity Center
930 N. Monroe St.
Spokane, WA 99201
woclab@ywcaspokane.org

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Section III – Outreach Initiatives:

Based on the federal definition of full time of 30 hours a week or more Spokane Public Radio has 13 full time employees. Under the FCC's EEO rules, it is responsible for engaging in at least four outreach activities in every two-year period. The activities listed here completed in 2017-2018, together with the activities scheduled for the 2017-2018 calendar year will comprise at least four activities which comply with the rules.

Category 1 – Job Fairs

Our Volunteer Manager and other staff attended service learning events and job/internship fairs at local institutions. Job Fairs participated in during this period:

January 11, 2018, Spokane Falls Community College's Winter Community Engagement Expo, We recruited both volunteers and interns at this campus event.

September 5, 2018, Gonzaga's Fall Service Fest: Job, Volunteer, and Internship Fair at Gonzaga University, we talked with students about internship opportunities in radio production, literary production, and news/journalism and other volunteer opportunities.

September 13, 2018, Whitworth University's annual Fall Job & Internship Fair, we talked with students about internship opportunities in radio production, literary production, and news/journalism.

September 21, 2018, Eastern Washington University's Neighborfest: Community outreach and volunteer event, we recruited both volunteers and interns at this campus event.

September 27, 2018, Spokane Falls Community College's Fall Community Engagement Expo, We recruited both volunteers and interns at this campus event.

These events help build awareness of careers in broadcasting, and bring potential future employees as well as interns, to our attention, as well as building Public Radio awareness in our communities. We introduce staff to the community, and discuss station needs, as well as what we do and how we do it.

Category 4 - Workshops, Public Tours and Community Panel Participation

Community groups are encouraged to visit the station; visits in this cycle have included community members, high school students, civic groups and college students interested in learning more about radio and technology. Staff members of SPR are also encouraged to participate in community-based discussion panels as opportunities arise.

November 14 & 15, 2017, GM Cary Boyce, Music Director Verne Windham, and Chief Engineer Jerry Olson gave 60 High School students from The Community School tours with opportunities to observe board ops in the control rooms, and talked to them about public radio, programming, and technology.

February 28, 2018, News & Program Director Doug Nadvornick spoke at the Spokane Falls Community College Journalism Club. He talked with students about public radio, reporting and professional opportunities for them in media.

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Category 5 - Internship Program

We train and recruit interns from area high schools and the community at large and also from within our volunteer program. Local colleges and universities whose students participated in the program this past year include Gonzaga University, Spokane Falls Community College and Eastern Washington University. Interns during this period:

Programming Support Intern, October 2017 through June 2018: Graduate Student from Eastern Washington University. This intern was supervised by Program Director Verne Windham. He recorded, produced and edited several book readings for The Bookshelf program. He also worked with local authors to create content for some special seasonal episodes of the Bookshelf. He worked an average of 3-5 hours a week.

News Intern, June 2018 through September 2018: Junior from Eastern Washington University. He worked under the direction of News and Program Director Doug Nadvornick. Duties included rewriting AP wire copy for SPR newscasts, archiving and uploading SPR news stories to the station website, contacting/interviewing news sources, and producing news and feature stories. On average the intern spent 20-25 hours per week on these activities.

News Intern, September 2018-current: Senior from Gonzaga University. He works under the direction of News and Program Director Doug Nadvornick. Duties included rewriting AP wire copy for SPR newscasts, archiving and uploading SPR news stories to the station website, contacting/interviewing news sources, and producing news and feature stories. On average the intern spends 15-20 hours per week on these activities.

Archive/Programming Support Intern, March through June 2018: Senior from Eastern Washington University. This music major was supervised by Music Director Verne Windham. She archived and prepared copies of locally produced shows and made CD's of our live broadcasts and forums for participants and listener copies. She worked an average of 8 hours a week.

Literary Radio Production Intern, September 2018 through current: This Spokane Falls Community College student is supervised by Arts Producer and Marketing Coordinator Chris Maccini. She records, produces and edits book readings for The Bookshelf program and Poetry Moment. She spends an average of 10 hours a week.

The overall supervision for the internships was provided by GM Cary Boyce from October 1, 2017 to Sept 30, 2018.

Category 11 – Community Events Providing Access to Local Students

SPR produces a seven family-oriented live concert series during the year, Free Kids' Concerts, which it widely publicizes in effort to expose local children to a variety of types of music, the performing arts, and careers in broadcasting. Flyers are distributed in four local school districts on a quarterly basis, and we also distribute thousands of flyers through principals in area schools elementary, middle, and high schools, requesting that they send flyers home with students and place flyers on bulletin boards and community calendars in the schools.

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Category 12 - Job Vacancy Announcements to Groups with Significant Minority and Female Membership.

As job openings occur, the Spokane Public Radio Station Employment Unit provides job opening announcements to a number of national, regional, and local community groups and industry entities which have minority or female members. Because the demographics of our area include a relatively-small percentage of minority group members, Spokane Public Radio committed itself several years ago to notifying industry and professional organizations whose membership includes minority and female members about all upper-level and professional job vacancies, as well as posting such information on the career web site/bulletin boards of those organizations which provide such a service. In addition to posting on the extensive job site of the Corporation for Public Broadcasting, which all candidates for public radio jobs, including minority group members and women, are likely to consult; Spokane Public Radio sends notification to the following entities. These entities are present on page 2 with address and contact information.

National Asian American Telecommunications
Association

Pacific Islanders In Communications

American Women In Radio and Television, Inc.

Asian American Journalists Association

Black Lens News

Spokane Woman's Club

East Central Community Center

Colville Tribes

West Central Community Center

South West Spokane Community Center

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Category 16 – Volunteer Program

Spokane Public Radio has an active volunteer program. A Volunteer Recruitment Page is a prominent part of the Spokane Public Radio web site. Volunteer forms are also available at station events. Additionally the Volunteer Manager Stephanie Ingoldby, Development Assistant Neesha Schrom, and on-air staff attended various service learning and volunteer fairs throughout the year.

Data Entry and Business Support Community Volunteers (3), Ongoing: Under the supervision of the CFO Linda Stowe and Membership Manager Beth Severn-Johnson, these volunteers' primary responsibilities include data entry throughout the year and other special projects as assigned. These volunteers spend between 5 to 20 hours per week depending on needs of the department.

Event Support Community Volunteers (3), Ongoing: These volunteers act in support of event staff, primarily the Events Director Kathy Sackett and the Events Coordinator/Volunteer Manager Stephanie Ingoldby. Duties include: event data management, duties at events, and assistance at the station for live events, such as MusicFest Northwest and The Fall Folk Festival Live Broadcast. These volunteers spend generally 2-3 hours a week most weeks and as many as 15 hours a week the week of an event.

Librarian, Community Volunteer (1) October 2017-Current: Supervised by Program Director Verne Windham, the librarians' duties included sorting, organizing, and maintaining the SPR classical music library, as well as maintaining the related database. This volunteer also assisted in routine archiving duties. These community volunteers spent generally 10-15 hours a week in this position.

Programming Support Community Volunteer, October 2017 through current: This community volunteer is supervised by Program Director Verne Windham. He records, produces and edits several book readings for The Bookshelf program. He spends an average of 10 hours a week.

News Community Volunteer, June 2018 through September 2018: Recent graduate of Gonzaga University. She worked under the direction of News and Program Director Doug Nadvornick. Duties included rewriting AP wire copy for SPR newscasts, archiving and uploading SPR news stories to the station website, contacting/interviewing news sources, and producing news and feature stories. On average this volunteer spent 5-10 hours per week on these activities.

Community Producers:

Spokane Public Radio has twelve (12) Community Producers who create locally produced, original, program content for broadcast on both KPBX and KSFC. While each show is unique to the community producer/host(s) all shows are designed to entertain and engage our listening audience, exposing them to music, arts, and culture. Community Producers create, research, record, and produce shows ranging from the exploration of the roots of early pop and rock on Johnson's Improbable History of Pop to the depth and range of classical guitar on the Guitar Hour.