

Annual EEO Public File Report
WGBH Educational Foundation
November 21, 2021 - November 27, 2022

This Annual EEO Public File Report lists all full-time vacancies filled during the reporting period for the employment unit comprised of the following Massachusetts stations:

WGBH-TV	(Boston)	WCAI(FM)	(Woods Hole)
WGBX-TV	(Boston)	WNAN(FM)	(Nantucket)
WGBH(FM)	(Boston)	WFXZ (CD)	(Boston)
WCRB(FM)	(Lowell)	WZAI(FM)	(Brewster)

All open full-time positions were listed on the station's website.

Notices for all open full-time positions were sent to each of the organizations listed in Appendix C.

In addition, notices of all full-time job openings are automatically posted to www.indeed.com, LinkedIn.com, and Glassdoor.com (web-based job aggregators).

The employment unit uses the resources of eQuest to further disseminate information about job openings. The mission of eQuest is to provide diverse communities with a trusted professional network that pairs candidates with employers who are serious about building a diverse workforce. Every open job posting is listed with eQuest and is then funneled sent to over 40 affinity professional organizations. eQuest also sends job listings to a pool of over 400 community organizations within a 50-mile radius of the position's location. (More information in Appendix C).

In addition to sources listed in Appendix C and those notified via eQuest, advertisements or notices used for particular position openings are listed in the Recruitment Report (Appendix A).

Appendices:

Appendix A: Recruitment Report listing all full-time positions that were filled during the current reporting period, including recruitment sources.

Appendix B: A summary of the Supplemental Outreach initiatives undertaken by the employment unit during the current reporting period.

Appendix C: Recruitment Source List identifying each organization that receives notice of all full-time openings.

Appendix A
Recruitment Source List For Hires

Job Req ID and Posting Title	Number of Candidates Interviewed	Hire Source	Job Postings Used In Addition To Those Listed in Appendix C
R001558-Digital Prod & Editorial Asst World Channel	4	Websites -> WGBH.org	
R001561-Senior Accountant	1	Direct Source -> Recruiter	
R001590-Associate Producer	3	Social Network -> Indeed	
R001587-Business Director	1	Websites -> WGBH.org	
R001611-Project Coordinator	2	Social Network -> Indeed	
R001707-Editor	2	Websites -> WGBH.org	
R001728-Project Finance Analyst	1	Direct Source -> Recruiter	
R001732-Caption Writer	1	Websites -> WGBH.org	
R001569-Media Producer	6	Social Network -> LinkedIn	thinkpublicmedia.org
R001430-GBH MORNING EDITION HOST	4	Employee/Former Employee Referral	thepartnershipinc.org
R001531-Producer - GBH News	5	Social Network -> Indeed	
R001570-Senior Development Officer	10	Websites -> WGBH.org	thepartnershipinc.org
R001621-Learning and Development Manager	2	Social Network -> LinkedIn	
R001680-GBH MORNING EDITION HOST	1	Other -> Other (inactive)	
R001748-Production Asst- High School Quiz Show	3	Direct Source -> Current Employee	thepartnershipinc.org
R001766-Technical Accounting & Reporting Sr	1	Direct Source -> Employee/Former	
R001527-Development Asst Board Relations	6	Websites -> WGBH.org	thepartnershipinc.org
R001584-Worcerer Reporter - GBH News	4	Direct Source -> Employee/Former	
R001597-Executive Producer - Boston Public Radio	4	Websites -> WGBH.org	
R001609-Computer Support Associate	9	Direct Source -> Employee/Former	
R001628-HR Business Partner	1	Websites -> WGBH.org	
R001719-Fundraising Assistant	4	Direct Source -> Employee/Former	
R001633-Ops Manager, Member Engagement	1	Direct Source -> Current Employee	
R001509-Digital Associate Producer	2	Other -> Other (inactive)	
R001626-Describer	1	Direct Source -> Employee/Former	thepartnershipinc.org
R001720-Media Services Specialist	8	Social Network -> Indeed	
R001746-Editor - High School Quiz Show	1	Websites -> WGBH.org	
R001514-Staff Accountant	3	Direct Source -> Recruiter	thepartnershipinc.org
R001736-National Account Director	6	Direct Source -> Employee/Former	thepartnershipinc.org
R001539-Frontline/Newmark Digital Reporting Fellow	5	Websites -> WGBH.org	
R001598-Radio Producer for The World	4	Social Network -> LinkedIn	
R001693-Sr Digital Product Manager, Local	4	Social Network -> LinkedIn	thepartnershipinc.org
R001519-Development Assistant, Major Gifts	19	Direct Source -> Employee/Former	thepartnershipinc.org
R001595-Motion Designer/Editor	1	Websites -> WGBH.org	thepartnershipinc.org

Appendix A
Recruitment Source List For Hires

Job Req ID and Posting Title	Number of Candidates Interviewed	Hire Source	Job Postings Used In Addition To Those Listed in Appendix C
R001724-Manager Audience Member Services	3	Direct Source -> Recruiter	
R001801-Senior Business Associate	1	Direct Source -> Current Employee	
R001685-Reporter for The World	5	Social Network -> LinkedIn	
R001691-Caption Writer	1	Social Network -> LinkedIn	
R001747-Radio Announcer /Producer	1	Websites -> WGBH.org	
R001836-Post-Prod Asst Editor Frontline	0	Direct Source -> Current Employee	
R001723-Technology Specialist	11	Direct Source -> Employee Referral	
R001738-Development Assistant	17	Social Network -> LinkedIn	
R001770-Asst Scheduler Broadcast Editorial Dept	6	Websites -> WGBH.org	thepartnershipinc.org
R001614-Radio Engineer	4	Social Network -> Indeed	thinkpublicmedia.org
R001751-Accessibility Analyst for NCAM	3	Websites -> WGBH.org	
R001775-Sr Producer Children's Media - Wombats	6	Direct Source -> Employee/Former	thinkpublicmedia.org , CPB
R001792-Senior Network Engineer	2	Direct Source -> Recruiter	
R001827-Sr Dir. Brand Marketing & Audience Development	1	Websites -> WGBH.org	
R001832-Production Assistant	2	Websites -> WGBH.org	
R001703-Director of Research and Evaluation	19	Direct Source -> Employee/Former Employee Referral	thepartnershipinc.org , CPB, thinkpublicmedia.org , AFP of
R001752-Software Developer	4	Direct Source -> Employee/Former	
R001676-Senior Systems Administrator	3	Direct Source -> Recruiter	
R001881-Senior Fundraising Producer	1	Direct Source -> Employee/Former Employee Referral	thinkpublicmedia.org , CPB, New England Blacks in Philanthropy, AFP of Western MA
R001815-Senior Series Producer for Frontline	1	Websites -> WGBH.org	
R001823-Assignment Editor for GBH News	3	Direct Source -> Current Employee	Mediaioboard.com , CPB
R001864-Sr Editor, Director Local Journalism	1	Direct Source -> Recruiter	thinkpublicmedia.org , CPB
R001776-Project Finance Analyst	3	Social Network -> LinkedIn	thinkpublicmedia.org , CPB
R001805-Prod. Asst Children's Media - Wombats	6	Direct Source -> Recruiter	CPB
R001817-Developer	1	Direct Source -> Current Employee	
R001910-Caption Writer	1	Direct Source -> Current Employee	CPB
R001831-On-Air Breaks Coordinator GBH Creative	10	Websites -> WGBH.org	thepartnershipinc.org , CPB,
R001838-Licensing Coordinator	9	Direct Source -> Employee/Former	
R001828-Associate Designer for GBH Creative	8	Social Network -> LinkedIn	
R001843-Senior Developer	3	Websites -> WGBH.org	

Appendix A
Recruitment Source List For Hires

Job Req ID and Posting Title	Number of Candidates Interviewed	Hire Source	Job Postings Used In Addition To Those Listed in Appendix C
R001848-Accessibility Analyst for NCAM	1	Social Network -> Indeed	
R001812-Digital Producer for GBH News	8	Websites -> WGBH.org	Online News Association, CPB,
R001898-Digital Production Assistant	2	Direct Source -> Employee/Former Job Fair	thepartnershipinc.org , CPB
R001810-Frontline/Columbia J-School Digital	2	Job Fair	thepartnershipinc.org
R001849-Assistant Account Executive	10	Direct Source -> Current Employee	thepartnershipinc.org , CPB
R001882-Program Manager	1	Social Network -> Indeed	
R001961-Managing Dir Community + Gov Relations	1	Social Network -> LinkedIn	
R001900-Associate Grant Accountant	3	Direct Source -> Recruiter	
R001901-Digital Editor for NOVA	2	Social Network -> Indeed	
R001929-Assistant Account Executive	11	Social Network -> LinkedIn	
R001905-Sr Business Manager Masterpiece	5	Direct Source -> Current Employee	
R001908-Special Projects Assistant	5	Direct Source -> Current Employee	
R001928-Deputy Investigative Editor	1	Websites -> WGBH.org	
R001932-Dir Marketing, Nat'l Corp Sponsorship	9	Social Network -> Indeed	thepartnershipinc.org , CPB , MA
R001867-Political Reporter	6	Direct Source -> Employee/Former	CPB
R001915-Research Analyst - Education	14	Direct Source -> Employee/Former	
R001945-Outreach and Engagement Coordinator	2	Social Network -> Twitter	
R001727-Mgr Technical Accounting & Reporting	3	Social Network -> LinkedIn	thinkpublicmedia.org , CPB ,
R001931-Radio Associate Producer	1	Employee/Former Employee Referral	
R001960-Business Associate	1	Direct Source -> Current Employee	
R001865-Business Associate for Frontline	5	Direct Source -> Current Employee	
R001884-Executive Assistant	10	Direct Source -> Current Employee	thepartnershipinc.org , CPB
R001941-Radio Associate Producer	12	Direct Source -> Current Employee	
R001996-Content Editor	1	Direct Source -> Current Employee Websites -> WGBH.org	
R001947-Publicity & Audience Engagement	7	Social Network -> Indeed	
R002002-BPL Studio Manager	1	Direct Source -> Employee/Former	
R002042-Radio Producer/Announcer	1	Social Network -> LinkedIn	
R001913-FRONTLINE/Columbia J-School Digital	1	Job Fair -> Job Fair	
R001939-Senior Radio Producer	12	Social Network -> LinkedIn	
R001985-Caption Writer	1	Websites -> WGBH.org	
R001990-Account Coordinator	11	Social Network -> LinkedIn	
R001991-Marketing Coordinator	6	Websites -> WGBH.org	
R002001-Compensation Analyst	1	Direct Source -> Current Employee	

Appendix A
Recruitment Source List For Hires

Job Req ID and Posting Title	Number of Candidates	Hire Source	Job Postings Used In Addition To Those Listed in Appendix C
R001829-Science and Equity Editor, NOVA	1	Websites -> WGBH.org	
R001967-Fundraising Projects Coordinator	2	Social Network -> LinkedIn	thepartnershipinc.org
R001962-Development Asst Development Ops	6	Direct Source -> Current Employee	New England Blacks in Philanthropy,
R001995-Traffic & Copy Clearance Manager	7	Direct Source -> Employee/Former	
R002005-Project Manager-IT	1	Direct Source -> Current Employee	
R001897-Post Production Audio Engineer	2	Social Network -> LinkedIn	
R001986-Caption Writer	1	Social Network -> LinkedIn	
R002049-Caption Writer	1	Websites -> WGBH.org	
R001955-Social Media Manager	9	Websites -> WGBH.org	
R002087-Radio Producer/Announcer	1	Direct Source -> Current Employee	
R001813-Technology Specialist	11	Social Network -> Indeed	
R001994-Audience Development Manager	11	Social Network -> LinkedIn	
R002050-Caption Writer	2	Social Network -> Indeed	
R001903-Senior Development Associate	14	Websites -> WGBH.org	
R001948-Strategic Communications Associate	9	Social Network -> LinkedIn	
R002090-Human Resources Coordinator	1	Direct Source -> Current Employee	
R002007-Broadcast Ops/AV Tech	11	Social Network -> Indeed	thepartnershipinc.org
R002044-Fundraising Projects Coordinator	3	Websites -> WGBH.org	
R002053-Digital Associate Producer/Editor	4	Websites -> WGBH.org	
R002062-Managing Editor	1	Websites -> WGBH.org	
R002065-Business Assoc - NCAM	1	Direct Source -> Employee/Former	
R002064-Associate Director of Marketing	8	Direct Source -> Current Employee	thepartnershipinc.org
R002098-Operations Assistant	1	Direct Source -> Current Employee	
R001977-Associate Designer	11	Websites -> WGBH.org	
R002063-World Senior Radio Producer	1	Websites -> WGBH.org	
R002071-Associate Designer	1	Social Network -> Indeed	

Appendix B
Supplemental Outreach Activities
WGBH Educational Foundation
November 21, 2021 – November 27, 2022

During the current reporting period, the employment unit (“**WGBH**”) engaged in the following Supplemental Outreach Activities as part of its continuing efforts to create and maintain a diverse workforce providing educational programming to its communities of license and nationwide.

1. Internship Programs

WGBH hosts interns for the fall, spring, and summer semesters. WGBH internships are short-term work experiences that allow students to observe and participate in a professional work environment and explore how their interests relate to possible careers in media. The internship program provides important learning opportunities that can help students make informed decisions about their career path. WGBH interns can:

- Get an inside view of a major media organization and learn about the culture at WGBH
- Gain valuable and practical skills and knowledge
- Make professional connections in media to enhance their network
- Get experience in media that enables students to make career transitions

The total number of WGBH interns for the reporting period of November 19, 2021, to November 18, 2022, was 94 (including one Emma Bowen intern).

All interns are paid in order to broaden our candidate pool by attracting students who cannot afford to take unpaid positions.

2. Training Programs for Station Personnel

LinkedIn Learning Self-Directed Online Training

From November 19, 2021 through November 18, 2022 there have been 66 employee logins to the LinkedIn learning system. Forty-nine employees viewed content on the site, including 1,386 videos watched for 52 hours and 32 completed courses. The courses completed focused on management skills, personal development, time management, and Microsoft Suite technical training.

Masterclass Self-Directed Online Training

In October 2022, we piloted a new offering, Masterclass, an online catalog of courses delivered by world-renowned experts in their respective fields. After the pilot, WGBH has 20 individual users viewing content. It is difficult to provide the exact number of WGBH employees learning from this content as a single-user logs into the platform and conducts "viewing sessions" for teams of people.

Learning and Development Virtual Training

Virtual Management Essentials training on delivering feedback, coaching for employee success, and employee relations to managers of people. Delivered an adaptive management series focused on adapting management practices to a hybrid work environment, delivered virtually by the WGBH Learning and Development team. Training sessions include recognition while remote, managing through challenging times and leading through challenges. A parallel course for individual contributors, "Thriving in a hybrid workplace," was piloted and delivered.

IT launched remedial training for WGBH's anti-phishing campaigns. This training is provided to GBH employees who repeatedly fail to identify fraudulent emails during GBH's anti-phishing campaigns.

Preventing Bias and Harassment Training via Everfi

Annually, WGBH requires all staff, project contract personnel, and interns to take an online training course designed to help prevent bias in recruitment, and bias and harassment in the workplace environment.

3. Participation in Career Events Sponsored by Educational Institutions

Date Attended	University/College/Organization	WGBH Representatives
02/18/2022	SCAD Virtual Career Fair	Susan Guinan, Shantalle Ruiz
02/25/2022	SCAD Virtual Career Fair	Susan Guinan, Shantalle Ruiz
02/18/2022	Columbia 2022 Micro Career Fair: Communications & Media - Virtual	Susan Guinan, Alyssa Mullen-Zidik
02/18/2022	Stony Brook University: Business, Communications, and Journalism Job & Internship Fair	Susan Guinan, Alyssa Mullen-Zidik, Shantalle Ruiz
02/18/2022	Temple University-Klein Internship and Career Fair, Session 3: Journalism/Broadcast/Audio/Video Production	Susan Guinan, Alyssa Mullen-Zidik, Shantalle Ruiz
03/02/2022	Mass Art Creative Internship & Job Fair 2022	Shantalle Ruiz
09/22/2022	Columbia University 2022 Undergraduate Career Fair- Virtual	Alyssa Mullen-Zidik
10/21/2022	The Newmark J-School Virtual Career Fair	Alyssa Mullen-Zidik
10/26/2022	UMass Amherst Innovation & Impact Virtual Career Fair	Alyssa Mullen-Zidik

4. Other Outreach Activities

A. Professional Networking & Community Events

- **Simmons Leadership Conference (April 13, 2022)**

22 employees from departments across the organization attended the conference. The Simmons Leadership Conference is a women's professional development event. The conference featured more than 15 nationally renowned leaders from the worlds of business, media, politics, education, and entertainment—each offering candid stories about experiences along the way to the top, as well as practical knowledge, innovative ideas, and principles for success for women on their professional paths. This year's event was completely virtual and featured speakers such as Simone Biles, Brené Brown, Molly Fletcher, Amanda Gorman, and Luvvie Ajayi Jones.

- **Journalism Career Fair Networking**

WGBH representatives attended the career fairs of the two journalism conventions listed below as part of the Public Media Village organized by NPR. These conferences featured comprehensive journalism training, specialty programming, national newsmakers, and multi-day career fairs.

- A. AAJA Virtual Convention and Career Fairs

- Date: 07/27/2022-07/30/2022

- Attended by Susan Guinan

- B. NABJ/NAHJ Virtual Convention and Career Fairs

- Dates: 8/3/2022 – 8/7/2022

- Attended by Susan Guinan and Shantalle Ruiz

B. Educational Partnerships

WGBH partners with many universities and colleges on networking events, mentoring, internships, and seminars. WGBH also has cultivated relationships with the following organizations that specialize in cultivating and developing diverse talent:

Emma Bowen Foundation

Established in 1989, the Emma L. Bowen Foundation is dedicated to creating career opportunities in the media industry for the youth of color through programs that focus on scholastic achievement, direct work experience, and professional development. Together with its 46 corporate sponsors, the employment unit currently supports more than 200 students each year through a paid multi-year internship program for students of color working at media companies across the country. WGBH hosted and mentored one intern through the Emma Bowen Foundation from June 2022 through August 2022.

Appendix C

Recruitment Source List
WGBH Educational Foundation
November 8, 2021 – November 27, 2022

WGBH (the employment unit) partners with eQuest to share all job openings. These job opening notices are then shared with over 40 job boards (Appendix C-1) and community outreach (Appendix C-1 A).

For community outreach, eQuest partners with over 400 organizations nationally and sends to organizations within a 50-mile radius of positions location.

In addition, all these job opening announcements are aggregated on indeed.com, LinkedIn, and Glassdoor for further distribution.

Appendix C-1 Postings With Job Boards

eQuest Compliance Solution		
Board Name	Board Description	Target Audience
State Employment Boards and community organizations	Jobs are sent to state employment job portals and web platforms for candidates based on the state the position is located in. The jobs listings are also sent to the following locations within a 50-mile radius of the position's zip code location: local employment offices, local veteran's offices, local organizations/associations, local colleges/universities, and local vocational/rehabilitation centers.	Veterans, Disability, Women, Minority, Public
Hire A Hero	Hire A Hero was created to provide free employment services to returning service members and their families. It acts as a pipeline for service members and their families to reach out through online social networking tools, allowing them to make connections to find a rewarding career. Hire A Hero has grown into a nation-wide resource that connects the growing number of unemployed veterans with job opportunities, education, and social services. Hire A Hero has over 300,000 registrations and sees over 3 million unique visits a year.	Veterans
JOFDAV	disABLEDperson, Inc. and the associated job board Job Opportunities for Disabled American Veterans (JOFDAV) are the basis for a public charity organization whose primary focus is disability employment. The site has been made accessible as per 508 Standards. JOFDAV.com is a listed resource on the National Resource. Job notices are also sent to the following sites: Jooble, Glassdoor, Facebook, Jobquest.mass.gov, LinkedIn, Jobcase, Careeronestop, Ziprecruiter, SimplyHired, Jobtome, EmployGeorgia, JobZone.ny.gov, IHire.com, Focuscareer.ky.gov, Askearn, Petersons.com, greaterstcloudjobspot.com, illinoisjoblink.illinois.gov, jobcenterofwisconsin.com, sourceamerica.org, texasskillstowork.com, defense.com	Disabled Veterans
RecruitABILITY	RecruitABILITY is a public charity whose primary focus is disability employment. The services offered at https://www.disabledperson.com/ are free. recruitABILITY is affiliated with disABLEDperson, Inc. Jobs are also sent to: Facebook, escocia.org, job.trovit, veteransfamiliesunited.org, illinoisjoblink.illinois.gov, jobfinder.usaa360.com, askearn.gov, dmva.pa.gov, dogpile.com, simlyhired.com, askjan.org, bestjobsusa.com, https://tapability.org/ , MyJobhelper, Google Jobs, ZipRecruiter, USBeBee.com, scholarship.com, Simplyhired.com, Careeronestop.org, and multiple state workforce development boards	Disabled Persons
Additional Job Boards	http://www.africanamericancareers.org http://www.africanamericanjobs.org	African American Community
	http://www.nativeamericancareers.org http://www.americanindianjobs.org	Native American Community
	http://www.asiancareers.org ; http://www.sd-asianworkforce.com ; http://www.asianjobs.org	Asian American Community
	http://www.diabilityjobs.org ; http://www.disabilitycareers.org	Persons with Disabilities
	http://www.gaycareers.org ; http://www.gayjobs.org	Gay/Lesbian Community
	http://www.hispaniccareers.org ; http://www.usd-hispanicworkforce.com ; http://www.hispanicjobs.org	Hispanic American Community
	http://www.seniorscareers.org ; http://www.seniorjobs.org	Senior Citizen Community
	http://www.usd-veterans.com ; http://www.veteranscareers.org ; http://www.veteranjobs.org ; http://www.usd-disablevets.com	Veteran Community
https://www.usd-workingwomen.com http://www.womenscareers.org	Women Community	