

**Annual EEO Public File Report  
Augusta / Lewiston Station Employment Unit  
(Headquarters)**

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s EEO Rule. This report was prepared on behalf of the Station Employment Unit of WCBB, and is required to be placed in the public inspection file of this station, and posted on its Web site, if it has a Web site.

The information contained in this Report covers the time period beginning December 1, 2022 to and including November 30, 2023 (the “Applicable Period”).

The FCC’s EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c) (I)(ii) of the new EEO Rules, which should be separately identified), identified by name, address, contact person and telephone number as available;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and, of those people who were interviewed, the number referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.208(c)(2) of the EEO Rule.

Attachments 1, 2 and 3, which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Attachment 2 under the column entitled “Full-Time Positions for Which This Source was Utilized” refer to the number of the full-time job positions listed on Attachment 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer and reported to work. A person was deemed “interviewed” whether they interviewed in person, video conference, or over the telephone.

Attachment 1  
**EEO Public File Report**  
 Covering the Period 12/1/22 to 11/30/23  
 Station(s) Comprising Station Employment Unit: **Augusta / Lewiston**  
**(Headquarters)**  
**(WCBB)**

**Section 1: Vacancy Information**

	<b>Full-time Positions Filled by Job Title</b>	<b>Total Interviewed</b>	<b>Recruitment Source of Interviewees</b>	<b>Recruitment Source of Hired Employee</b>
1	Capital Campaign Officer	19	B. Referral (1) D. MP Careers Website (1) E. Maine Public Radio (1) H. Association of Fundraising Professionals Northern New England Chapter (1) L. Corporation for Public Broadcasting (2) HH. LinkedIn (1) KK. Maine Association of Nonprofits (1) YY. Paschal Murray, Executive Search (11)	YY. Paschal Murray, Executive Search
2	Capital Campaign Officer	19	B. Referral (1) D. MP Careers Website (1) E. Maine Public Radio (1) H. Association of Fundraising Professionals Northern New England Chapter (1) L. Corporation for Public Broadcasting (2) HH. LinkedIn (1) KK. Maine Association of Nonprofits (1) YY. Paschal Murray, Executive Search (11)	YY. Paschal Murray, Executive Search
3	News Reporter	2	A. Internal Posting / Current Employee (1) C. Previous Applicant (1)	C. Previous Applicant

4	Social Video Specialist	4	B. Referral (1) D. MP Careers Website (1) Z. Indeed, Inc. (1) AA. Instagram (1)	Z. Indeed, Inc.
5	Project Coordinator for Community Outreach and Engagement	5	A. Internal Posting / Current Employee (1) D. MP Careers Website (1) N. Current (1) II. Live and Work in Maine (1) LL. Maine's Job Link & Career Center (1)	II. Live and Work in Maine
6	Executive Assistant – Administration	10	D. MP Careers Website (2) Z. Indeed, Inc. (6) HH. LinkedIn (1) KK. Maine Association of Nonprofits (1)	Z. Indeed, Inc.
7	Broadcast & Special Projects Engineer	7	A. Internal Posting / Current Employee (1) D. MP Careers Website (1) E. Maine Public Radio (1) L. Corporation for Public Broadcasting (1) Z. Indeed, Inc. (2) XX. Other/None (1)	XX. Other/None
8	Human Resources Coordinator	10	D. MP Careers Website (1) Z. Indeed, Inc. (6) KK. Maine Association of Nonprofits (3)	Z. Indeed, Inc.

**Total Number of Persons Interviewed During Applicable Period – 76**

Please see Attachment 2 for additional information concerning recruitment sources used for these vacancies.

**Attachment 2**  
**EEO Public File Report**  
 Covering the Period 12/1/22 to 11/30/23  
 Station(s) Comprising Station Employment Unit: **Augusta / Lewiston**  
**(Headquarters)**  
**(WCBB)**

**Section 2: Master Recruitment Source List**

	<b>Recruitment Source Information</b>	<b>Total Number of Interviewees Provided by Source During This Period (if any)</b>	<b>Full-Time Positions For Which This Source Was Utilized</b>
A	Internal Posting / Current Employee	3	3, 5, 7
B	Referral	3	1, 2, 4
C	Previous Applicant	1	3
D	Maine Public (MP) Careers Website Jaelyn Mandrake, HR Director 1450 Lisbon Street Lewiston, Maine 04240 (207) 330-4506 <a href="http://www.mainepublic.org/careers">http://www.mainepublic.org/careers</a>	8	1, 2, 3, 4, 5, 6, 7, 8
E	Maine Public Radio WMEA-FM (90.1) and WMEH-FM (90.9) Susan Tran, Director of Content and Programming Operations (207) 370-3697 On-air announcements of position openings	3	7
F	African American Development Officers Network 4355J Suite #291 Cobb Parkway Atlanta, Ga 30339 <a href="https://www.aadonetwork.com/">https://www.aadonetwork.com/</a> AADEVOFFICERS@AOL.COM (888) 646-8166		

G	<p>Association of Fundraising Professionals  Career Center  4200 Wilson Blvd, Suite 480, Arlington, VA 22203  <a href="https://careers.afpglobal.org/">https://careers.afpglobal.org/</a>  afp@afpglobal.org  1 (703) 684-0410</p>		
H	<p>Association of Fundraising Professionals  Northern New England Chapter  1465 Woodbury Avenue, #827  Portsmouth, NH 03801  <a href="https://afp-nne.org/classifieds.php?type=job">https://afp-nne.org/classifieds.php?type=job</a>  ADMIN@AFP-NNE.ORG  (603) 319 - 4039</p>	2	1, 2
I	<p>Bangor Daily News  1 Merchants Plaza  PO Box 1329  Bangor, ME 04402  <a href="http://jobs.bangordailynews.com/">http://jobs.bangordailynews.com/</a>  (207) 990-8000</p>		1, 2, 4, 6
J	<p>Black Career Women's Network  Cincinnati, Ohio  <a href="https://bcwnetwork.com/">https://bcwnetwork.com/</a>  <a href="mailto:info@bcwnetwork.com">info@bcwnetwork.com</a>  (513) 729-9724</p>		5
K	<p>Central Maine Community College  Community Partner Jobs  1250 Turner Street  Auburn, Maine 04210  <a href="https://www.cmcc.edu/business-community/community-services/community-partner-jobs/">https://www.cmcc.edu/business-community/community-services/community-partner-jobs/</a>  (207) 755-5100</p>		4
L	<p>Corporation for Public Broadcasting  401 9th Street, NW  Washington, DC  20004-2129  <a href="http://www.cpb.org/jobline">http://www.cpb.org/jobline</a>  (202) 879-9600</p>	5	4, 5, 7

M	<p>Craigslist  1381 9th Ave.  San Francisco, CA 94122  <a href="https://maine.craigslist.org">https://maine.craigslist.org</a>  (415) 566-6394</p>		4, 5, 6, 7, 8
N	<p><i>Current</i> – News for People in Public Media  PublicMediaJobs.org  6930 Carroll Ave, Suite 625  Takoma Park, MD 20912  <a href="https://jobs.current.org/">https://jobs.current.org/</a>  (301) 270-7240</p>	1	7
O	<p>Diversity Hiring Coalition (DHC) – List Serv  PO Box 7324  Portland, ME 04112  <a href="https://dhcmaine.com/">https://dhcmaine.com/</a>  <a href="mailto:info@dhcmaine.com">info@dhcmaine.com</a>  (207) 317-2445</p>		1, 2, 4, 5, 8
P	<p>Diversity Hiring Coalition (DHC) – Online Job Board  PO Box 7324  Portland, ME 04112  <a href="https://dhcmaine.com/job-board/#!board/Jobs">https://dhcmaine.com/job-board/#!board/Jobs</a>  <a href="mailto:info@dhcmaine.com">info@dhcmaine.com</a>  (207) 317-2445</p>		4, 5, 8
Q	<p>Diversity Job Board  440 W San Ysidro Blvd  Suite 430968  San Ysidro, CA 92143  <a href="https://www.diversityjobboard.com/recruiting@diversitycity.com">https://www.diversityjobboard.com/  recruiting@diversitycity.com</a>  (614) 595-6063</p>		5
R	<p>Eastern Maine Community College  354 Hogan Road  Bangor, Maine  <a href="https://www.emcc.edu/beyond-emcc/career-resources/egibson@emcc.edu">https://www.emcc.edu/beyond-emcc/career-resources/  egibson@emcc.edu</a>  (207) 974-4746</p>		4

S	<p>Facebook (Meta)  1 Hacker Way  Menlo Park, California 94025  <a href="https://www.facebook.com/MainePublic/">https://www.facebook.com/MainePublic/</a>  (650) 853-1300</p>		1, 2, 4, 5, 7
T	<p>Green Jobs Network  <a href="https://www.greenjobsearch.org/hello@greenjobs.net">https://www.greenjobsearch.org/hello@greenjobs.net</a>  (510) 768-7011</p>		4
U	<p>Handshake  P.O. Box 40770  San Francisco, CA 94140  <a href="https://app.joinhandshake.com/login?ref=app-domain">https://app.joinhandshake.com/login?ref=app-domain</a>  <a href="mailto:handshake@mail.joinhandshake.com">handshake@mail.joinhandshake.com</a></p>		4, 8
V	<p>HBCU Career Center  34 E. Germantown Pike, Suite 277  Norristown, Pennsylvania 19401  <a href="https://www.thehbcucareercenter.com/mrobin@thehbcucareercenter.com">https://www.thehbcucareercenter.com/mrobin@thehbcucareercenter.com</a>  (860) 437-5700</p>		
W	<p>Hispanic Latino Professionals Association  <a href="https://www.hlpa.com/employer/service@hlpa.com">https://www.hlpa.com/employer/service@hlpa.com</a>  (888) 550-3777</p>		5
X	<p>Husson University  Career Services Office  1 College Circle  Bangor, Maine 04401  <a href="https://www.collegecentral.com/husson/careerservices@husson.edu">https://www.collegecentral.com/husson/careerservices@husson.edu</a>  (207) 404-5618</p>		4
Y	<p>Idealist.org  389 5th Ave, 9th Floor  New York, NY 10016  <a href="https://www.idealist.org/en/support@idealist.org">https://www.idealist.org/en/support@idealist.org</a>  (646) 786-6886</p>		1, 2, 4, 6, 7, 8

Z	<p>Indeed, Inc.  6433 Champion Grandview Way  Building 1  Austin, TX 78750  <a href="https://www.indeed.com/">https://www.indeed.com/</a></p>	15	1, 2, 4, 5, 6, 7, 8
AA	<p>Instagram  1 Hacker Way  Menlo Park, California 94025  (650) 853-1300  <a href="https://www.instagram.com/mainepublic/">https://www.instagram.com/mainepublic/</a></p>	1	1, 2, 4, 7
BB	<p>JobsinMaine.com  Interactive Marketing Group, Inc.  304 Hancock St Ste 1B  Bangor, ME, 04401-6573  <a href="http://www.jobsinmaine.com">http://www.jobsinmaine.com</a>  <a href="mailto:john@maineguide.com">john@maineguide.com</a>  (207) 990-4426</p>		1, 2
CC	<p>JobsInMA.com  Alif Media llc DBA JobsInTheUS.com  Westbrook, ME 04098  <a href="https://www.jobsinma.com/">https://www.jobsinma.com/</a>  (877) 374-1088</p>		7
DD	<p>JobsInME.com  Alif Media llc DBA JobsInTheUS.com  Westbrook, ME 04098  <a href="https://portal.jobsinme.com/">https://portal.jobsinme.com/</a>  <a href="mailto:jdoughtry@JobsInME.com">jdoughtry@JobsInME.com</a>  (207) 591-1235</p>		1, 2, 6
EE	<p>JobsInVT.com  Alif Media llc DBA JobsInTheUS.com  Westbrook, ME 04098  <a href="https://www.jobsinvt.com/">https://www.jobsinvt.com/</a>  <a href="mailto:customerservice@jobsintheus.com">customerservice@jobsintheus.com</a>  (877) 374-1088</p>		1, 2



FF	<p>JournalismJobs.com  NewRoadsMedia.com LLC  72 Plaza Dr.  Berkeley, CA 94705  <a href="https://www.journalismjobs.com/">https://www.journalismjobs.com/</a>  (510) 508-7386</p>		
GG	<p>Lewiston Sun Journal  104 Park Street  Lewiston, Maine, U.S.  <a href="https://www.sunjournal.com/mlogan@sunjournal.com">https://www.sunjournal.com/mlogan@sunjournal.com</a>  (207) 784-3555</p>		1, 2, 4
HH	<p>LinkedIn  1000 W. Maude Avenue  Sunnyvale, CA 94085  <a href="https://www.linkedin.com/company/maine-public-broadcasting-network/jobs/">https://www.linkedin.com/company/maine-public-broadcasting-network/jobs/</a></p>	3	1, 2, 4, 5, 7
II	<p>Live and Work in Maine  Katie Shorey, Director of Engagement  Portland, Maine, 04101  <a href="https://liveandworkinmaine.com/info@liveandworkinmaine.com">https://liveandworkinmaine.com/info@liveandworkinmaine.com</a></p>	1	1, 2, 4, 5, 6, 7, 8
JJ	<p>Maine Association of Broadcasters  National Alliance of State Broadcasters Associations  Website  69 Sewall Street  Augusta, ME 04330  <a href="https://www.mab.org/jobs-broadcasting-maine/">https://www.mab.org/jobs-broadcasting-maine/</a>  (207) 623-3870</p>		7
KK	<p>Maine Association of Nonprofits  Katie Manter, Membership Manager  565 Congress St., Ste 301  Portland, ME 04101  (207) 871-1885  <a href="https://www.nonprofitmaine.org/">https://www.nonprofitmaine.org/</a></p>	6	1, 2, 4, 5, 6, 7, 8

LL	<p>Maine's Job Link &amp; Career Center  45 Oak St., Ste 3  Bangor, ME 04401-7902  <a href="http://www.mainecareercenter.gov/bangor.careercenter@maine.gov">http://www.mainecareercenter.gov/bangor.careercenter@maine.gov</a>  (207) 561-4050</p>	1	5, 6
MM	<p>Maine Philanthropy Center  USM Glickman Family Library, Room 321  314 Forest Avenue  Portland, Maine 04101  <a href="https://www.mainephilanthropy.org/mpc@mainephilanthropy.org">https://www.mainephilanthropy.org/mpc@mainephilanthropy.org</a>  (207) 780-5039</p>		1, 2
NN	<p>Maine Technology Users Group  Maine Telecommunications Users Group  P.O. Box 8549  Portland, ME 04104  <a href="https://www.mtug.org/login">https://www.mtug.org/login</a>  <a href="mailto:kcarpenter@mtug.org">kcarpenter@mtug.org</a>  (207) 370-5327</p>		
OO	<p>Mediabistro  825 Eighth Avenue, 29th Floor  New York, NY 10019  <a href="https://www.mediabistro.com/jobs/">https://www.mediabistro.com/jobs/</a>  (800) 205-7792</p>		4
PP	<p>Musical America Worldwide Career Center Jobs  14846 Gates Avenue  Magnolia Springs, AL 36555  <a href="https://jobs.musicalamerica.com">https://jobs.musicalamerica.com</a>  <a href="mailto:clientserv@yourmembership.com">clientserv@yourmembership.com</a>  (609) 651-0874</p>		
QQ	<p>National Association of Black Journalists  1100 Knight Hall, Suite 3100  College Park, Maryland 20742  <a href="https://www.nabj.org/">https://www.nabj.org/</a>  (301) 405-0248</p>		

RR	<p>National Association of Broadcasters  1 M Street SE,  Washington, Dist. Columbia 20003  <a href="http://www.broadcastcareerlink.com/">http://www.broadcastcareerlink.com/</a>  <a href="mailto:tdotson@nab.org">tdotson@nab.org</a>  (202) 429-5498</p>		7
SS	<p>National Hispanic Media Coalition  5 South Grand Ave, Ste 200  Pasadena, CA 91105  <a href="http://www.nhmc.org/jobs">http://www.nhmc.org/jobs</a>  Tel: (626) 792 6462</p>		
TT	<p>National Educational Telecommunications Association  (NETA)  939 South Stadium Road  Columbia, SC 29201  <a href="https://www.netaonline.org/careers-public-media">https://www.netaonline.org/careers-public-media</a>  <a href="mailto:netacommunications@netaonline.org">netacommunications@netaonline.org</a>  (803) 799-5517</p>		7
UU	<p>Native American Journalists Association  NAJA - OU Gaylord College  395 W. Lindsey St.  Norman, OK, 73019-4201  <a href="https://indigenousjournalists.org/jobs/post-a-job/">https://indigenousjournalists.org/jobs/post-a-job/</a>  <a href="mailto:NAJA@wildapricot.org">NAJA@wildapricot.org</a>  <a href="mailto:jmedina@naja.com">jmedina@naja.com</a></p>		
VV	<p>New Hampshire Union Leader Job Board  100 William Loeb Drive  Manchester, NH 03109  <a href="https://newhampshireunionleader.jobboard.io/">https://newhampshireunionleader.jobboard.io/</a>  <a href="mailto:cdurant@unionleader.com">cdurant@unionleader.com</a>  (603) 669-1010</p>		1, 2, 7
WW	<p>Northern Maine Community College  33 Edgemont Drive  Presque Isle, ME 04769  <a href="https://www.collegecentral.com/nmcc/">https://www.collegecentral.com/nmcc/</a>  <a href="mailto:ntrolon@nmcc.edu">ntrolon@nmcc.edu</a>  (207) 768-2793</p>		

XX	Other/None <i>Interviewee did not provide specific recruitment source</i>	1	7
YY	Paschal Murray, Executive Search 1430 Commonwealth Drive. Suite 200 Wilmington, North Carolina 28403 <a href="https://paschalmurray.com/">https://paschalmurray.com/</a> <a href="https://www.linkedin.com/company/paschalmurray/">https://www.linkedin.com/company/paschalmurray/</a> <a href="mailto:beau@paschalmurray.com">beau@paschalmurray.com</a> (760) 863-4512	22	1, 2
ZZ	Penobscot Nation Education and Career Services Dept. 12 Wabanaki Way Indian Island, ME 04468 <a href="https://www.penobscotnation.org/departments/penobscot-nation-department-of-education-and-career-services/">https://www.penobscotnation.org/departments/penobscot-nation-department-of-education-and-career-services/</a> <a href="mailto:carlene.miller@penobscotnation.org">carlene.miller@penobscotnation.org</a> (207) 817-7345		
AAA	Portland Press Herald - Maine Sunday Telegram 295 Gannett Drive South Portland, Maine 04106 (207) 791-6650 <a href="https://www.pressherald.com/">https://www.pressherald.com/</a>		1, 2
BBB	Society of Broadcast Engineers Inc. 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 (317) 846-9000 <a href="https://www.sbe.org/">https://www.sbe.org/</a>		7
CCC	Southern Maine Community College Career Services <a href="https://www.smccme.edu/business-community/offer-internships-jobs/">https://www.smccme.edu/business-community/offer-internships-jobs/</a> <a href="mailto:careers@smccME.edu">careers@smccME.edu</a> (207) 741-5994		4
DDD	Twitter (X) 1355 Market St., Ste. 900 San Francisco, CA 94103 <a href="https://twitter.com/MainePublic">https://twitter.com/MainePublic</a> (415) 222-9670		1, 2, 4, 5, 7

EEE	<p>University of Maine Wabanaki Center  Student Development Coordinator  UMS Native American Waiver and Educational Program  Coordinator  John Bear Mitchell  Lectures in Wabanaki Studies  UMaine 5717 Corbett Hall  Orono, ME 04469-5717  <a href="https://umaine.edu/nativeamericanprograms/wabanaki-center/">https://umaine.edu/nativeamericanprograms/wabanaki-center/</a>  <a href="mailto:john.b.mitchell@maine.edu">john.b.mitchell@maine.edu</a></p>		
FFF	<p>University of Maine Career Center  5748 Memorial Union, Room 300  Orono, Maine 04469-5748  <a href="https://umaine.edu/career/">https://umaine.edu/career/</a>  <a href="mailto:umainecareercenter@maine.edu">umainecareercenter@maine.edu</a>  (207) 581-1359</p>		4, 5
GGG	<p>Wabanaki - Passamaquoddy at Sipayik, Education Dept.  22 Bayview Dr, Perry, ME 04667  <a href="https://wabanaki.com/edore@wabanaki.com">https://wabanaki.com/edore@wabanaki.com</a>  (207) 853-2600 ext. 267</p>		
HHH	<p>Women in Technology  200 Little Falls Street, Suite 205 Falls Church, VA 22046  Phone: 703-349-1044   Fax: 703-884-9165  <a href="https://www.womenintechnology.org/staff@womenintechnology.org">https://www.womenintechnology.org/staff@womenintechnology.org</a></p>		7

**Total Number of Persons Interviewed During Applicable Period - 76**

**Attachment 3**  
**EEO Public File Report**  
Covering the Period 12/1/22 to 11/30/23  
Station(s) Comprising Station Employment Unit: **Augusta / Lewiston**  
**(Headquarters)**  
**(WCBB)**

**Section 3: Prong 3 Outreach Initiatives**

**Establishment of an internship program to assist students  
in acquiring skills needed for broadcast employment:**

In 2015, Maine Public (formerly known as Maine Public Broadcasting Network or MPBN) launched a full-time paid internship program for college or technical school students interested in careers in news, journalism, digital news, and/or technical and broadcasting fields in memory of Jim Dowe, former President and CEO of Maine Public who had a special interest in helping young people prepare for and build careers in public broadcasting.

Due to the COVID-19 pandemic in 2020, we made the difficult decision to cancel that year's internship program. However, in the summer of 2021, we were pleased to reinstate the program, with modifications, adapted to meet the unique requirements of the pandemic. For the summers of 2022 and 2023, we continued to grow and expand upon this important outreach initiative.

This year, 29 college students from locations across the country applied for our Dowe Public Media Internship opportunity. Through a rigorous vetting process, one college student was selected and hired for the 10-week summer internship period.

During the period of June 5, 2023, through August 15, 2023, our Dowe Intern reported directly to our Director of Digital, who created the curriculum and supervised daily activities, and our Deputy Director for News, who mentored and coached the Dowe Intern. The 2023 Interns worked a full-time, hybrid schedule with remote work, field assignments, and in-office work. Safety policies and protocols with increased protective measures remain in place, and Maine Public provides appropriate PPE including masks, gloves, cleaning supplies, and disinfectant wipes/hand sanitizer.

Our Dowe Intern collaborated with employees throughout our organization, and they were mentored by managers and leaders in a variety of departments, including News and Public Affairs, Radio Operations, Digital and Visual Production, TV Production, and Broadcasting Technology. The Intern completed individual and team projects and visited each of our three primary studio locations (Portland, Bangor, and Lewiston), and attended events and activities throughout the state.

The Dowe Intern was actively involved in several digital and on-air projects including:

- [Northern pike can wreak havoc on waterways. Some Maine fishermen still welcome them](#)

- [Regulators consider whether to bump up baby eel quota for Maine fishermen in 2025](#)
- [Maine's beach towns see slow start to summer, but hope for sunny skies ahead](#)
- [A possible shark sighting was reported in Biddeford on Thursday](#)
- [Group warns of potentially polluted water identified at Maine beaches](#)

Additionally, this year, the Dowe Intern helped to research, create, and support a radio show for Maine Calling, our live, call-in radio program offering enlightening and engaging conversations on a wide range of topics. The show topic was, [Archaeology provides insights into Maine's past, present, and future](#), and the intern helped to find and coordinate panelists and resources.

At the conclusion of the internship, we provide an opportunity for the Dowe Intern to comment on their experiences and recommend changes to the program. This exit interview is a powerful tool that allows Maine Public to continuously improve the experience and fulfill our goal to inspire and develop the next generation of journalists and broadcasters.

For more information about this opportunity, including profiles of our interns, visit: <https://www.mainepublic.org/jim-dowe-internship-fund>.

**Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities:**

1. Black Career Women’s Network (BCWN), is a national career development organization dedicated to fostering the professional growth of black women. Since 2012, this organization has helped thousands of women with coaching, mentoring, career resources, and job searches.
2. Craigslist.org, a website devoted to classified advertisements with the ability to reach a wide audience and highlight job openings for persons with disabilities.
3. Current with the “Diversity Upgrade.” Current is a nonprofit news organization and job board for public media professionals. Leaders and staff at NPR, PBS, CPB, public radio and TV stations, independent producers, board members, and national policymakers rely on Current’s publication and website. The Diversity Network features job postings on the top diversity-oriented job boards on the internet, reaching qualified candidates of various races, ethnicities, age groups, genders, sexual orientations, and religious affiliations. Additionally, jobs are highlighted in search results with a Diversity Focus badge.
4. The Diversity Hiring Coalition (DHC) is a Maine-based professional membership group, job board, and email list serve promoting diversity in the workplace. Its mission is to

provide leadership, connections, education, and resources to Maine employers to promote diversity in the workplace.

5. Diversity Job Board is a website featuring the latest well-paying job opportunities for diverse job seekers from employers nationwide with a focus on connecting minorities, women, and persons with disabilities to companies and organizations that will help them achieve their career goals.
6. Hispanic Latino Professionals Association (HLPAs), established in 1997, has been providing diversity-based recruiting resources, as well as job and career information for individuals and job seekers. The HLPAs continually publishes and updates career information and opportunities from quality socially conscious organizations who support the Hispanic/Latino Community.
7. Maine Association of Nonprofits (MANP), its mission is to strengthen the leadership, voice, and organizational effectiveness of Maine nonprofits, including prioritizing a commitment to making and advocating for the changes needed to dismantle racist and oppressive practices.
8. Women in Technology (WIT) with the “Diversity Network” upgrade.” WIT is a professional association and career center with the aim of advancing women in technology. WIT meets its vision through a variety of leadership development, technology education, networking, and mentoring opportunities for women at all levels of their careers. The Diversity Network features job postings on the top diversity-oriented job boards on the internet, reaching qualified candidates of various races, ethnicities, age groups, genders, sexual orientations, and religious affiliations. Additionally, jobs are highlighted in search results with a Diversity Focus badge.

**Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting:**

On June 9, 2023, the Social Video Specialist attended an in-person Career Fair at Tripp Middle School, in Turner, Maine. The Social Video Specialist provided education relating to careers in broadcasting, and information about the *American Graduate: Green Jobs Explained* initiative, working as a videographer, and producing videos for TikTok and Instagram. The event lasted for approx. two hours, with approx. 60 students in attendance.

On October 12, 2023, the Director of News and Public Affairs and the Manager of Digital News traveled to Loranger Memorial School in Old Orchard Beach, Maine to meet with students in 7<sup>th</sup> and 8<sup>th</sup> grade. The discussion related to podcasting at Maine Public and starting a student-run podcast, including what it might sound like and how it could be structured. The Director of News and Public Affairs and the Manager of Digital News offered ideas for how the students could lead the podcast development, including creating a culture of mentoring, so older students would train



younger students. The staff and students were extremely appreciative, and there is an opportunity for ongoing communication. There were 12 students in attendance, in addition to technical staff and the school principal.

On October 14, 2023, our Digital News Reporter spoke to high school students at the Baxter Academy for Technology and Science in Portland, Maine, about journalism careers. The Digital News Reporter created a presentation to discuss her personal journalism career trajectory and the skills and experiences needed to become a journalist, highlighting several Maine Public stories, particularly those relevant to STEM studies. The presentation was approx. 1.5 hours with 50 people attending in person, and approx. 200 people on Zoom.

### **Training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.**

Maine Public's Diversity Policy states a commitment to diversity across the organization and its governing boards. Our Employee Handbook includes policies on discrimination and equal employment opportunities. It also states our commitment to preventing discrimination against and harassment of employees in the workplace or at any place where the employee is engaged in Maine Public activities, due to race, religion, gender, age, marital status, veteran status, national origin, physical or mental disability, sexual orientation or on the basis of any other category(ies) protected by law. All new employees, managers, and leadership team members receive the Employee Handbook, receive harassment and discrimination prevention training during their orientation, and sign an acknowledgement regarding these policies and the training.

February 22, 2023, we hosted a Lunch & Learn titled, "Immigrants' Experiences – Session 2: Cultural Competency: What does it mean and how can it be best practiced?" The Zoom session, presented by Charlie Gauvin, Resettlement and Integration Manager at Maine Immigrant Rights Coalition (MIRC), focused on the varied experiences of immigrants, multicultural perspectives, and how to practice cultural competency in the workplace.

On September 21, 2023, all employees, managers, and leadership team members participated in the annual required training, "Respectful Workplace and Preventing Harassment and Discrimination." Cindy Letourneau, with KMA Consulting, facilitated this training on Zoom. During the session we reviewed and discussed the different types of harassment, discrimination based on all protected classes, bullying, unconscious bias, microaggressions, and bystander actions. We discussed examples, our internal complaint processes, legal recourses, and protection against retaliation. Additionally, Ms. Letourneau facilitated management training to discuss specific responsibilities of supervisors.

On November 29, 2023, we hosted a Lunch & Learn titled, "Understanding and Cultivating Neurodiversity," with Katherine McCord, President of Titan Management. This class is all about understanding and cultivating neurodiversity and topics included:

- What is neurodiversity: science, disability, superpowers
- How embracing neurodiversity benefits the workplace
- Breaking the ego defense and responding in curiosity
- Inclusive communication
- Neurodiverse tools and accommodations

Members of the Human Resources team attended many educational workshops throughout the year. Trainings that focused on employment opportunity and preventing discrimination included:

- Accessibility in the Workplace, facilitated by the Diversity Hiring Coalition of Maine. On April 4, 2023. The HR Director and HRIS and Benefits Specialist attended this session and learned about disability services in the workplace, statewide services for businesses on how to connect with potential employees, assistance with hiring, and resources for retaining your employees. The panel also debunked common myths. The panel included representatives with the Maine Department of Labor’s Division of Vocational Rehabilitation (DVR), Rehabilitation Consultants
- Gender Identity in the Workplace, with the Transgender Training Institute. On June 6, 2023, the HR Director attended this session on supporting and affirming transgender and non-binary people, what it means to be trans-affirming, affirming actions and guidelines, and understanding and using pronouns. The facilitators also provided a glossary of terms and shared individual experiences, as well as important resources.
- Building Inclusive Benefits Packages, hosted by Common Good Vermont. The HRIS Specialist attended this session with other nonprofit staff and volunteers to learn about benefits that could help our organization stay competitive when hiring, keep staff engaged, and serve employees from ALL identity backgrounds. This interactive virtual session covered equitable benefits for LGBTQIA+ staff members, benefits best practices, and overall benefits trends in the nonprofit sector.
- Creating Workplace Cultures of Belonging, facilitated by the Diversity Hiring Coalition of Maine. The HR Director and the HR Coordinator attended this in-person training session on October 17, 2023. Training outcomes included exchanging knowledge on why diversity in the workplace matters, exploring how partner organizations are defining and building cultures of belonging in their workplaces, and gaining practical ideas for building and nurturing and belonging on teams. The day also included peer learning and discussions on recruitment, engagement, and retention strategies.

Additionally, Maine Public regularly uses our internal employee e-newsletter, the “Weekly Update,” as a training tool to prevent discrimination and engage with materials that explore race, racism, equity, and inclusion. A few selected excerpts from our e-newsletter are copied below, for illustrative purposes:

- July was Disability Pride Month and we shared information from the [Human Rights Watch](#), as well as resources from the [National Center on Disability and Journalism](#) and the [Disability Language Style Guide](#).
- The Respectful Workplace and Harassment Prevention training discussion about bystander actions prompted some engaging follow up conversations as well as an opportunity to share out some additional resources: [The 5ds of Bystander Intervention](#) developed by the nonprofit organization Right to Be. We also shared this 90-second [Bystander Intervention PSA](#), narrated by actor Ken Jeong and illustrated by award-winning artist James Yang.
- Most recently, we shared Indigenous Peoples' Day programs and information including the [Maine State Museum](#)'s online resources such as the Passamaquoddy Peoples' Knowledge Portal and [Maine-Wabanaki REACH](#). We also encouraged our employees to visit the [National Museum of the American Indian](#) for online exhibitions such as *Ancestors Know Who We Are*, an exhibit by Black-Indigenous women artists addressing race, gender, multiracial identity, and intergenerational knowledge. And, we highlighted the University of Maine's [Hudson Museum](#) as well as the [Native Land Map](#), a tool that strives to map Indigenous lands in a way that changes, challenges, and improves the way people see the history of their countries and peoples.

**Establishment of training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.**

In 2018, Maine Public created a Professional Development Request Form to support and strengthen an organizational culture of collaboration and opportunity and invest in our employees with professional development and training that simultaneously serves organizational goals and employee passions. The form can be used to request trainings, conferences, and other professional development opportunities. The employee provides a summary of the professional development opportunity, an estimated budget, and answers four questions:

- What specific knowledge or skills will you learn?
- How will the acquired skills or knowledge positively impact you in your current role?
- Please describe your professional development experiences within the last two years.
- Sharing your newly acquired knowledge is a benefit to the entire team. Upon your return, how will you synthesize and transfer your key learnings? Options include presenting at a team meeting, hosting a mini-workshop, sharing a written summary document, or creating a presentation for a staff meeting.

Maine Public utilizes this form to support training requests from employees interested in acquiring, enhancing, and refining skills that could help lead them to higher level positions. These

opportunities include training for skill development, attending industry conferences, participating in individualized coaching, learning new practices in the field of journalism, and developing management and leadership skills. Additionally, Maine Public initiates training programs and facilitates partnerships with professional development specialists.

During this period, individualized training programs included:

- Marketing Outreach and Director Mail Fundraising Analysis and Best Practices, with the Association of Fundraising Professionals – Northern New England. On March 29, 2023, the Direct Marketing and Fundraising Manager attended this virtual conference to learn best practices, new ideas for outreach and communication, and tools for analyzing direct mail results.
- Direct Managers Series with Priority Learning. Starting on June 21, 2023, the Television Traffic Manager attended this management training series of 7-full day classes. This training is designed for front-line leaders and focuses on the key skills and essential behaviors of a supervisor, including mastering conflict and building effective teams. Training topics included the fundamental interpersonal relations orientation, the Myers-Briggs Type Indicator, managing versus leading, communication models, change models, conflict resolution, appreciative models, coaching models, and performance models.
- CompTIA Network Certification and CompTIA Server+ Certification. In July and August of 2023, the Systems Engineer, with the Technology Department, participated in two training and certification programs for information technology professionals. These certifications prepare attendees to support networks on any platform and advance the specific skills that network professionals need to design and implement functional networks on the job.
- Advanced Digital Marketing Course, with Greater Public. A 5-week virtual cohort-based intensive training program that paired virtual classroom sessions with project-based learning. The Direct Marketing and Fundraising Manager attended sessions in August and September of 2023, and learned about expanding ad programs, exploring new opportunities and strategies for advertising and engagement.
- Mastering Emotional Intelligence with Priority Learning. Starting on September 26, 2023, the HR Coordinator attended this 8-day series in South Portland, Maine. The training focused on learning about emotional intelligence, how to develop it, and how to apply it in the workplace. The program was interactive and built on real life skills and related behaviors. Attendees received a personalized Emotional Intelligence evaluation, workbook, and learners guide complete with exercises and ways to continue to grow their EI quotient.

Employees are also encouraged to attend industry conferences and trade shows. During this period, Maine Public supported attendance for the following:

- National Association of Broadcasters Conference, held in Las Vegas, Nevada from April 15 through April 19, 2023, attended by the Systems Engineer and Media Services Producer.
- The KnowBe4-Con 2023, Orlando, Florida, April 24 – 26, 2023. A cybersecurity conference coordinated by Maine Public’s security awareness partner. Our Manager of Technology Systems attended to learn about IT security best practices, risk mitigation, and how to build a culture of compliance and safe practices.
- The Public Media Development and Marketing Conference, held in Atlanta, Georgia, July 11 through July 13, 2023, and was attended by the Director of Corporate Support, the Direct Marketing and Fundraising Manager, and the Producer of On-Air and Online Fundraising Campaigns.
- The 2023 PBS Annual Meeting: Virtual Breakouts, on October 24 – 26, 2023. All Maine Public employees were invited to attend these virtual sessions.