

**Annual EEO Public File Report
Portland Station Employment Unit
(WMEA-FM)**

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 WMEA-FM, 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: **Portland**
(WMEA-FM)

Section 1: Vacancy Information

	Full-time Positions Filled by Job Title	Total Interviewed	Recruitment Source of Interviewees	Recruitment Source of Hired Employee
1	Radio Operations Announcer/Producer	14	A. Internal Posting / Current Employee (1) B. Referral (2) D. MP Careers Website (1) L. Corporation for Public Broadcasting (1) N. Current (1) Z. Indeed, Inc. (5) II. Live and Work in Maine (1) KK. Maine Association of Nonprofits (1) XX. Other/None (1)	KK. Maine Association of Nonprofits
2	Emerging Voices Journalism Fellowship	5	B. Referral (1) D. MP Careers Website (1) N. Current (1) DDD. Twitter (X) (1) FF. JournalismJobs.com (1)	N. Current
3	Radio Operations Announcer/Producer	14	A. Internal Posting / Current Employee (1) B. Referral (2) D. MP Careers Website (1) L. Corporation for Public Broadcasting (1) N. Current (1) Z. Indeed, Inc. (5) II. Live and Work in Maine (1) KK. Maine Association of Nonprofits (1) XX. Other/None (1)	XX. Other/None

4	Manager of Music & People, Maine Public Classical	4	B. Referral (1) D. MP Careers Website (1) N. Current (1) PP. Musical America (1)	B. Referral
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Total Number of Persons Interviewed During Applicable Period – 37

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: **Portland**
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Section 2: Master Recruitment Source List

	Recruitment Source Information	Total Number of Interviewees Provided by Source During This Period (if any)	Full-Time Positions For Which This Source Was Utilized
A	Internal Posting / Current Employee	2	1, 3
B	Referral	6	1, 2, 3, 4
C	Previous Applicant		
D	Maine Public (MP) Careers Website Jaelyn Mandrake, HR Director 1450 Lisbon Street Lewiston, Maine 04240 (207) 330-4506 http://www.mainepublic.org/careers	4	1, 2, 3, 4
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		
F	African American Development Officers Network 4355J Suite #291 Cobb Parkway Atlanta, Ga 30339 https://www.aadonetwork.com/ AADEVOFFICERS@AOL.COM (888) 646-8166		

G	<p>Association of Fundraising Professionals Career Center 4200 Wilson Blvd, Suite 480, Arlington, VA 22203 https://careers.afpglobal.org/ 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 https://afp-nne.org/classifieds.php?type=job ADMIN@AFP-NNE.ORG (603) 319 - 4039</p>		
I	<p>Bangor Daily News 1 Merchants Plaza PO Box 1329 Bangor, ME 04402 http://jobs.bangordailynews.com/ (207) 990-8000</p>		
J	<p>Black Career Women’s Network Cincinnati, Ohio https://bcwnetwork.com/ info@bcwnetwork.com (513) 729-9724</p>		2
K	<p>Central Maine Community College Community Partner Jobs 1250 Turner Street Auburn, Maine 04210 https://www.cmcc.edu/business-community/community-services/community-partner-jobs/ (207) 755-5100</p>		
L	<p>Corporation for Public Broadcasting 401 9th Street, NW Washington, DC 20004-2129 http://www.cpb.org/jobline (202) 879-9600</p>	2	1, 2, 3, 4

M	<p>Craigslist 1381 9th Ave. San Francisco, CA 94122 https://maine.craigslist.org (415) 566-6394</p>		4
N	<p><i>Current</i> – News for People in Public Media PublicMediaJobs.org 6930 Carroll Ave, Suite 625 Takoma Park, MD 20912 https://jobs.current.org/ (301) 270-7240</p>	4	1, 2, 3, 4
O	<p>Diversity Hiring Coalition (DHC) – List Serv PO Box 7324 Portland, ME 04112 https://dhcmaine.com/ info@dhcmaine.com (207) 317-2445</p>		2, 4
P	<p>Diversity Hiring Coalition (DHC) – Online Job Board PO Box 7324 Portland, ME 04112 https://dhcmaine.com/job-board/#!board/Jobs info@dhcmaine.com (207) 317-2445</p>		2
Q	<p>Diversity Job Board 440 W San Ysidro Blvd Suite 430968 San Ysidro, CA 92143 https://www.diversityjobboard.com/ recruiting@diversitycity.com (614) 595-6063</p>		
R	<p>Eastern Maine Community College 354 Hogan Road Bangor, Maine https://www.emcc.edu/beyond-emcc/career-resources/ egibson@emcc.edu (207) 974-4746</p>		

S	<p>Facebook (Meta) 1 Hacker Way Menlo Park, California 94025 https://www.facebook.com/MainePublic/ (650) 853-1300</p>		1, 2, 3
T	<p>Green Jobs Network https://www.greenjobsearch.org/hello@greenjobs.net (510) 768-7011</p>		
U	<p>Handshake P.O. Box 40770 San Francisco, CA 94140 https://app.joinhandshake.com/login?ref=app-domain handshake@mail.joinhandshake.com</p>		2, 4
V	<p>HBCU Career Center 34 E. Germantown Pike, Suite 277 Norristown, Pennsylvania 19401 https://www.thehbcucareercenter.com/mrobin@thehbcucareercenter.com (860) 437-5700</p>		2
W	<p>Hispanic Latino Professionals Association https://www.hlpa.com/employer/service@hlpa.com (888) 550-3777</p>		
X	<p>Husson University Career Services Office 1 College Circle Bangor, Maine 04401 https://www.collegecentral.com/husson/careerservices@husson.edu (207) 404-5618</p>		
Y	<p>Idealist.org 389 5th Ave, 9th Floor New York, NY 10016 https://www.idealist.org/en/support@idealist.org (646) 786-6886</p>		1, 2, 3, 4

Z	<p>Indeed, Inc. 6433 Champion Grandview Way Building 1 Austin, TX 78750 https://www.indeed.com/</p>	10	1, 2, 3, 4
AA	<p>Instagram 1 Hacker Way Menlo Park, California 94025 (650) 853-1300 https://www.instagram.com/mainepublic/</p>		1, 2, 3
BB	<p>JobsinMaine.com Interactive Marketing Group, Inc. 304 Hancock St Ste 1B Bangor, ME, 04401-6573 http://www.jobsinmaine.com john@maineguide.com (207) 990-4426</p>		
CC	<p>JobsInMA.com Alif Media llc DBA JobsInTheUS.com Westbrook, ME 04098 https://www.jobsinma.com/ (877) 374-1088</p>		4
DD	<p>JobsInME.com Alif Media llc DBA JobsInTheUS.com Westbrook, ME 04098 https://portal.jobsinme.com/ jdoughtry@JobsInME.com (207) 591-1235</p>		
EE	<p>JobsInVT.com Alif Media llc DBA JobsInTheUS.com Westbrook, ME 04098 https://www.jobsinvt.com/ customerservice@jobsintheus.com (877) 374-1088</p>		4

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

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

RR	<p>National Association of Broadcasters 1 M Street SE, Washington, Dist. Columbia 20003 http://www.broadcastcareerlink.com/ tdotson@nab.org (202) 429-5498</p>		
SS	<p>National Hispanic Media Coalition 5 South Grand Ave, Ste 200 Pasadena, CA 91105 http://www.nhmc.org/jobs Tel: (626) 792 6462</p>		
TT	<p>National Educational Telecommunications Association 939 South Stadium Road Columbia, SC 29201 https://www.netaonline.org/careers-public-media netacommunications@netaonline.org (803) 799-5517</p>		
UU	<p>Native American Journalists Association NAJA - OU Gaylord College 395 W. Lindsey St. Norman, OK, 73019-4201 https://indigenousjournalists.org/jobs/post-a-job/ NAJA@wildapricot.org jmedina@naja.com</p>		2
VV	<p>New Hampshire Union Leader Job Board 100 William Loeb Drive Manchester, NH 03109 https://newhampshireunionleader.jobboard.io/ cdurant@unionleader.com (603) 669-1010</p>		4
WW	<p>Northern Maine Community College 33 Edgemont Drive Presque Isle, ME 04769 https://www.collegecentral.com/nmcc/ ntrolon@nmcc.edu (207) 768-2793</p>		

XX	Other/None <i>Interviewee did not provide specific recruitment source</i>	2	1, 3
YY	Paschal Murray, Executive Search 1430 Commonwealth Drive. Suite 200 Wilmington, North Carolina 28403 https://paschalmurray.com/ https://www.linkedin.com/company/paschalmurray/ beau@paschalmurray.com (760) 863-4512		
ZZ	Penobscot Nation Education and Career Services Dept. 12 Wabanaki Way Indian Island, ME 04468 https://www.penobscotnation.org/departments/penobscot-nation-department-of-education-and-career-services/ carlene.miller@penobscotnation.org (207) 817-7345		2
AAA	Portland Press Herald - Maine Sunday Telegram 295 Gannett Drive South Portland, Maine 04106 (207) 791-6650 https://www.pressherald.com/		
BBB	Society of Broadcast Engineers Inc. 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 (317) 846-9000 https://www.sbe.org/		
CCC	Southern Maine Community College Career Services https://www.smccme.edu/business-community/offer-internships-jobs/ careers@smccME.edu (207) 741-5994		
DDD	Twitter (X) 1355 Market St., Ste. 900 San Francisco, CA 94103 https://twitter.com/MainePublic (415) 222-9670	1	2

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 https://umaine.edu/nativeamericanprograms/wabanaki-center/ john.b.mitchell@maine.edu</p>		2
FFF	<p>University of Maine Career Center 5748 Memorial Union, Room 300 Orono, Maine 04469-5748 https://umaine.edu/career/ umainecareercenter@maine.edu (207) 581-1359</p>		2
GGG	<p>Wabanaki - Passamaquoddy at Sipayik, Education Dept. 22 Bayview Dr, Perry, ME 04667 https://wabanaki.com/ edore@wabanaki.com (207) 853-2600 ext. 267</p>		2
HHH	<p>Women in Technology 200 Little Falls Street, Suite 205 Falls Church, VA 22046 Phone: 703-349-1044 Fax: 703-884-9165 https://www.womenintechnology.org/ staff@womenintechnology.org</p>		

Total Number of Persons Interviewed During Applicable Period - 37

Attachment 3
EEO Public File Report
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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 very 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 worked collaboratively with our 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. HBCU Career Center supports career success in the communities served by America's Historically Black Colleges and Universities. They educate around job search skills, workplace realities and employment equity and support the career and professional goals of students, alumni and the broad HBCU community.
6. JournalismJobs.com, with the "Diversity Upgrade" to highlight the position in the Diversity Jobs Section. JournalismJobs.com is the largest and most-visited resource for journalism jobs, and receives between 2.5 to 3 million page views a month.
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. National Association of Black Journalists (NABJ), an organization advocates on behalf of Black journalists and media professionals in the U.S. and worldwide. NABJ's membership includes emerging journalists, professional journalists, student journalists, journalism educators and media professionals of all kinds.
9. Native American Journalists Association (NAJA) serves and empowers Native journalists through programs and actions designed to enrich journalism and promote Native cultures. The NAJA Job Board offers employers the unique opportunity to reach an audience of primarily Native American journalists, communicators and scholars.
10. Penobscot Nation Education and Career Services Department works to enable all Penobscot Nation employees to contribute at optimum levels toward the success of Penobscot Nation. The larger mission of the organization is to work in unison with the Tribal Council and Administration to protect Penobscot People, culture and territory; to promote prosperity and success through the creation of economic and cultural opportunities while always maintaining the highest level of integrity; and to preserve cultural values.
11. University of Maine Wabanaki Center seeks to enhance awareness of Native Americans through its participation in efforts to promote cultural diversity, and through its significant contributions to the development of University curricula and programs. The Center engages in Native American student development, providing support for the achievement of their academic career and personal objectives.
12. Wabanaki - Passamaquoddy at Sipayik, Education Department assists eligible tribal members with financial assistance in obtaining higher education and training to help with the historical problems of high unemployment and low incomes among tribal members.

The department facilitates adult vocational training, work opportunities, scholarships and fellowships.

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

On November 29, 2022, the Refugee & Immigration Reporter/Report for America Corps Member attended a discussion with students at the Salt Institute for Documentary Studies at the Maine College of Art in Portland, Maine. The discussion included information and discussion about pursuing careers in journalism, and helping students to prepare for jobs once the college program concludes. Approx. 10 students attended for 1.5 hours.

On January 11, 2023, the Morning Edition Host and Producer spoke to students at Cape Elizabeth High School, in Cape Elizabeth, Maine. The presentation included pursuing careers in journalism, how to measure news worthiness, avoiding bias in news reporting, and false equivalence in news coverage. The presentation was approx. 1 hour in duration, with approx. 30 students in attendance.

On January 12, 2023, the Director of Content and Programming Operations hosted a college student for an informational interview and meeting regarding careers in public media. The student attended the University of Maine and wanted to learn more about Maine Public career paths. The Director of Content and Programming Operations shared information about her background and her own career path, as well as general career advice.

On January 30, 2023, the Refugee & Immigration Reporter/Report for America Corps Member attended a discussion with students at the Salt Institute for Documentary Studies at the Maine College of Art in Portland, Maine. The discussion included information about how to build a new immigration beat, reporting workflow, and how to approach people who have never been interviewed by the news media before. Approx. 10 students attended for 1 hour.

On March 24, 2023, the Refugee & Immigration Reporter/Report for America Corps Member, joined a high school class at the Skowhegan Public School to discuss the process of reporting and interviewing. This was an informal question and answer session over Zoom, where the students asked prepared questions regarding journalism, reporting, and interviewing. Approx. 6 students participated for 1 hour.

On May 9, 2023, the Weekend Edition Host and Producer spoke with a journalism class at Southern Maine Community College in South Portland Maine. She discussed journalism as a career path, reviewing the digital layout of their news magazine, and conducted a question and answer session with the students. They also discussed the Maine Public Dowe Internship, and the Weekend Edition Host and Producer encouraged them to apply. The program was approx. 1 hour in duration, with approx. 10 people in attendance.

On August 15, 2023, the Maine Calling Producer facilitated a job shadow for a student from Morse High School, in Bath, Maine. The Maine Calling Host, Executive Producer, and Producer provided an overview of the show, how it is produced, and discussed what distinguishes public media from other types of media. The student joined the team’s planning meeting, reviewed sample materials including scripts for the show, and observed a live show via Zoom. Additionally, the Maine Calling team talked about their roles with Maine Public, as well as journalism as a career. The duration of the job shadow was approx. 5 hours.

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 7th and 8th 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.

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 & 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.