

## **KEXP 90.3 FM, Seattle, WA**

### **EEO Annual Public File Report: October 1, 2017 – September 30, 2018**

This EEO Annual Public File Report is filed in KEXP's public file and posted at [www.kexp.org](http://www.kexp.org) in compliance with Section 73.2080(c)(6) of the FCC's rules.

If your organization would like to receive notice of vacancies, please contact us at 206-520-5800. All openings are posted at [www.kexp.org/jobs](http://www.kexp.org/jobs).

Friends of KEXP employs 62 full time (30+ hours/week) employees and are required to perform at least four outreach initiatives every two years.

#### **Equal Employment Opportunity Policy Statement**

KEXP has been, and will continue to be, committed to recruiting, hiring, developing, compensating, and promoting the best-qualified individuals for positions at all levels. In order to provide equal employment and advancement opportunities to all individuals, KEXP's employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, gender, national origin, age, disability, political ideology, veteran status, sexual orientation, gender identity, marital status, genetic characteristics, or any other class protected by law.

This statement reaffirms our dedication to the principles of Equal Employment Opportunity and our expectation that all employees will lend their full support to furthering KEXP's success through implementation of those principles.

**Vacancies and Hiring**

<b>Job Title</b>	<b>Date of Hire</b>	<b>Recruitment Sources Notified</b>	<b>Number of Interviews</b>	<b>Recruitment Sources of Interviews</b>	<b>Recruitment Source of Hire</b>
Development Coordinator	10/5/2017	1-11, 13, 15-27	5	1, 6	6
Events Producer	12/6/2017	1-11, 15-27	4	5, 6, 7	6
AP/AR Clerk	1/9/2018	1-7, 10-11, 15-27	6	1, 2, 6, 7, 11	7
Afternoon Show Producer & Project Manager	2/20/2018	1-7, 10-11, 15-27	10	1, 5, 6, 7, 11	6
Education Coordinator	2/21/2018	1-7, 11, 15-27	4	1, 2, 5, 6	5
Development Administrative Specialist	3/12/2018	1-7, 11, 13, 15-28	4	1, 6, 13	1
Executive Assistant	4/2/2018	1-7, 10-11, 15-27	4	1, 6, 7, 11	11
Outreach Coordinator	4/30/2018	1-7, 10-11, 15-27	3	5, 6, 7	5
Sales Assistant	5/29/2018	1-7, 10-13, 15-27, 36	13	1, 2, 6, 7, 11, 12	1
Major Giving Officer	7/23/2018	1-7, 10-11, 13, 15-27	8	1, 2, 7, 11, 13	2

**Total Interviews Conducted: 61****Total Full-Time Employees Hired: 10**

Please note that recruitment sources 15-27 correspond to our community referral organizations, listed on page 5.

In addition, some sources listed are used only when appropriate for the specific job opening, not for all positions.

## **Recruitment Sources**

<b>#</b>	<b>Name</b>	<b>Contact Information</b>	<b>Type of Source</b>	<b># of Interviewees</b>
1.	KEXP Website	<a href="http://www.kexp.org/about/jobs">www.kexp.org/about/jobs</a>	Station website	15
2.	KEXP on-air spot	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Radio broadcast	5
3.	KEXP Facebook	<a href="http://www.facebook.com/kexp.fm">www.facebook.com/kexp.fm</a>	Station social networking page	
4.	KEXP Twitter	twitter.com/kexp	Station social media page	
5.	Current employees	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Current employees notified by internal job announcement email	7
6.	Employee referral	Friends of KEXP 472 1 <sup>st</sup> Ave. N Seattle, WA 98109	Referral from current employee	19
7.	Community referral		Referral from community member who is not an employee	8
8.	Seattle Times	Susie Marin 206.652.6533 smarin@seattletimes.com	Local newspaper	
9.	NW Jobs	Susie Marin 206.652.6533 smarin@seattletimes.com	Online job board of local newspaper	
10.	Office of Film + Music newsletter	Joe Mirabella <a href="mailto:joe.mirabella@seattle.gov">joe.mirabella@seattle.gov</a>	City of Seattle film and music industry newsletter	
11.	Indeed	<a href="http://www.indeed.com">www.indeed.com</a>	Online job board	6
12.	LinkedIn	<a href="http://www.linkedin.com">www.linkedin.com</a>	Business-related social networking website	2
13.	Idealist	<a href="http://www.idealists.org">www.idealists.org</a>	Online job board for non-profits	2
14.	Hack the CD	23 <sup>rd</sup> Ave. S, Seattle, WA <a href="mailto:hackthecd@gmail.com">hackthecd@gmail.com</a>	Non-profit focused on promoting success for African-American residents of Seattle in tech-related positions and industries	

15.	Art Institute of Seattle	<a href="http://www.aii.edu">www.aii.edu</a> 2323 Elliott Ave. Seattle, WA 98121	Art-focused academic institution	
16.	Asian Counseling & Referral Services	<a href="http://www.acrs.org">www.acrs.org</a> 3639 Martin Luther King Jr. Way S Seattle, WA 98144	Non-profit focused on empowering Asian-Americans and Pacific Islanders	
17.	Bellevue College	<a href="http://www.bellevuecollege.edu">www.bellevuecollege.edu</a> 3000 Landerholm Circle SE Bellevue, WA 98007-6406	Community college career services	
18.	Catholic Community Services	<a href="http://www.ccsww.org">www.ccsww.org</a> 100 23 <sup>rd</sup> Avenue S Seattle, WA 98144	Religious service organization	
19.	City University	<a href="http://www.cityu.edu">www.cityu.edu</a> 521 Wall Street, Suite 100 Seattle, WA 98121	University career services	
20.	Courage 360	<a href="http://www.courage360.org">www.courage360.org</a> 3516 S 47 <sup>th</sup> St., #205 Tacoma, WA 98409	Non-profit focused on economic self-sufficiency for low-income women and families	
21.	Central Washington University	<a href="http://www.cwu.edu">www.cwu.edu</a> 400 E. University Way Ellensburg, WA 98926	University career services	
22.	Evergreen State College (KAOS Radio)	<a href="http://www.evergreen.edu">www.evergreen.edu</a> 2700 Evergreen Parkway NW Olympia, WA 98505	College radio station	
23.	Green River Community College	<a href="http://www.greenriver.edu">www.greenriver.edu</a> 12401 SE 320 <sup>th</sup> Street Auburn, WA 98092-3622	Community college career services	
24.	Pacific Lutheran University	<a href="http://www.plu.edu">www.plu.edu</a> 12180 Park Avenue S. Tacoma, WA 98447	University career services	
25.	UIATF Native Workforce Services Program	<a href="http://www.unitedindians.org">www.unitedindians.org</a> Discovery Park P.O. Box 99100 Seattle, WA 98139	Non-profit focused on cultural and social services for indigenous people of Puget Sound	

26.	University of Puget Sound	<a href="http://www.ups.edu">www.ups.edu</a> 1500 N. Warner St. Tacoma, WA 98416	University career services	
27.	Urban League of Metropolitan Seattle	105 14 <sup>th</sup> Avenue, Ste. 200 Seattle, WA 98122 <a href="mailto:info@urbanleague.org">info@urbanleague.org</a>	Email list of non-profit empowering African Americans in Seattle	
28.	AFP Advancement Northwest	<a href="http://www.afpadvancementnw.org">www.afpadvancementnw.org</a> 2150 N 107 <sup>th</sup> St, Ste 205 Seattle, WA 98133	Professional association for fundraisers	
29.	Washington Technology Industry Association	<a href="http://www.washingtontechnology.org">www.washingtontechnology.org</a> 2200 Alaskan Way, Suite 390 Seattle, WA 98121	Online job board for technology companies in industry association	
30.	Philanthropy Northwest	<a href="http://www.philanthropynw.org">www.philanthropynw.org</a> 2101 Fourth Avenue, Suite 650 Seattle, WA 98121 <a href="mailto:info@philanthropynw.org">info@philanthropynw.org</a>	Online job board for non-profit opportunities in the Northwest	
31.	WorkSource Washington	<a href="http://www.worksourcewa.com">www.worksourcewa.com</a> 888-316-5627	Washington State online job board	
32.	Greater Public Job Line	greaterpublic.org/jobline 401 North 3 <sup>rd</sup> Street, Suite 370 Minneapolis, MN 55401 (888) 454-2314	Online job board for public media opportunities	
33.	The Nonprofit Network	<a href="http://www.thenonprofitnetwork.org">www.thenonprofitnetwork.org</a> 4018 City Terrace Drive Los Angeles, CA 90063	Online job board for non-profit opportunities	
34.	Craigslist	seattle.craigslist.org	Online job board	
35.	Monster	<a href="http://www.monster.com">www.monster.com</a>	Online job board	
36.	HuskyJobs	<a href="http://careers.uw.edu">careers.uw.edu</a> 134 Mary Gates Hall Box 352810 Seattle, WA 98195	University of Washington online job board	

## **Community Referral Organizations**

Art Institute of Seattle  
2323 Elliott Ave.  
Seattle, WA 98121  
[aisjobs@aii.edu](mailto:aisjobs@aii.edu)

Asian Counseling & Referral Services  
3639 Martin Luther King Jr. Way S  
Seattle, WA 98144  
[employmentprogram@acrs.org](mailto:employmentprogram@acrs.org)

Bellevue College  
3000 Landerholm Circle SE  
Bellevue, WA 98007-6406  
[careers@bellevuecollege.edu](mailto:careers@bellevuecollege.edu)

Catholic Community Services  
100 23rd Avenue S  
Seattle, WA 98144  
[nwejobs@ccsww.org](mailto:nwejobs@ccsww.org)

City University  
521 Wall Street, Suite 100  
Seattle, WA 98121  
[careers@cityu.edu](mailto:careers@cityu.edu)

Courage 360  
3516 S 47th St., #205  
Tacoma, WA 98409  
[wendys@courage360.org](mailto:wendys@courage360.org)

CWU Career Services  
400 E. University Way  
Ellensburg, WA 98926

[career@cwu.edu](mailto:career@cwu.edu)

Evergreen State College (KAOS Radio)  
2700 Evergreen Parkway NW  
Olympia, WA 98505  
[kaos@evergreen.edu](mailto:kaos@evergreen.edu)

Green River Community College  
12401 SE 320th Street  
Auburn, WA 98092-3622  
[workforce@greenriver.edu](mailto:workforce@greenriver.edu)

Pacific Lutheran University  
12180 Park Avenue S.  
Tacoma, WA 98447  
[career@plu.edu](mailto:career@plu.edu)

UIATF Native Workforce Services Program  
Discovery Park  
P.O. Box 99100  
Seattle, WA 98139  
[yspencer@unitedindians.org](mailto:yspencer@unitedindians.org)

University of Puget Sound  
1500 N. Warner St.  
Tacoma, WA 98416  
[ces@ups.edu](mailto:ces@ups.edu)

Urban League of Metropolitan Seattle  
105 14<sup>th</sup> Avenue, Ste. 200  
Seattle, WA 98122  
[info@urbanleague.org](mailto:info@urbanleague.org)

## **Outreach Initiatives**

### **1. Tours**

KEXP Tours are offered at 10:00 am and 2:00 pm, 7 days/week. They are free of charge and last approximately 45 minutes. They include information about the different job positions and departments at KEXP. We offer tours to locals, tourists, school groups and other community groups. Over 3,400 people have toured KEXP in 2018.

Our program of tours is overseen by JeeYoung Dobbs, Volunteer Services Manager.

### **2. Internship Fairs and Career Days**

JeeYoung Dobbs, Volunteer Services Manager, and Susan James, Education & Community Programs Manager, participated in the following career and internship fair by distributing information about our internship and volunteer programs, collecting resumes, gathering email addresses, and answering questions about the station:

City of Music Career Day - Sponsored by One Reel; Office of Film + Music; Office of Arts & Culture; EMP Museum; The Vera Project; Boeing  
3/31/2018

### **3. Employee Training Program**

KEXP has established a professional development program for staff that funds work-related training on an individual or team level through applications to a centrally-held budget, assessed and decided by Rebecca Denk, Director of Finance & HR, and Elisabeth Severson, HR Manager. In addition, broadly applicable training on multiple subjects has been provided to staff members through both mandatory and optional sessions held at KEXP.

#### 4. Internships

KEXP offers paid internships in all areas of radio broadcasting. Interns gain real world experience in a broad array of fields including music programming, production, online, development, business support and administration. KEXP interns learn skills in business communication, project management, problem solving, audio technology, database management and more. These skills and experiences offer our interns a unique ground-level glimpse of the day-to-day life of a community radio station, while offering relationship building and networking opportunities that will aid in securing future employment in the music industry. All internships are paid as a new initiative in 2018.

Internships are a 6 month commitment from May to November. Our interns come from a variety of Seattle-area colleges and universities, including the University of Washington and Shoreline Community College. We also have students who volunteer with us who attend Franklin High School, Northwest School, Highline College, and Gibson Ek High School.

Our internship program is administrated by JeeYoung Dobbs, Volunteer Services Manager.

##### Active Intern Positions for 2017-2018:

Business Support Intern

Supervisor: Tom Smith, Director of Business  
Development & Strategic Relations

Development Intern

Supervisor: Leela Bilow, Individual Giving Manager

Creative Audio Production Intern

Supervisor: Will Myers, Creative Producer

Video Intern

Supervisors: Jim Beckmann, Video Manager and Alaia  
D'Alessandro, Video Production Assistant

Broadcast Engineering Intern

Supervisor: Jamie Alls, Director of Engineering

Morning Show Producer Intern

Supervisor: Owen Murphy, Morning Show &  
Programming Producer

Software Development Intern

Supervisor: Heather Huizenga, Software Developer

Audio Post-Production Intern

Supervisor: Matt Ogaz, Senior Production Engineer