

## 2018 ANNUAL EEO PUBLIC FILE REPORT

### The KBOO Foundation

Station: KBOO (FM-NCE), Portland, OR

Reporting Period: September 21, 2017 – September 20, 2018

No. of Full-time Employees: 5 – 10

During the Reporting Period, one full-time position was filled. The information required by FCC Rule 73.2080(c)(6) is provided in the charts that follow.

### INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

SummerWorks/IRCO  
June 28-September 20, 2018  
KBOO supported 9 predominantly low-income youth of color in summer 2018, for approximately 1320 hours of internship. Interns worked in the finance, membership, volunteer, development, archives, web/new media, programming, and news departments. Internship duties included data entry and database management; clerical support and reception; marketing; budgeting; event planning, promotion and livestreaming; website content uploading and promotion; research; writing and editing; graphic design; photography; videography; audio-tape digitization; and reporting.

- Other internships during the reporting period include:
- News Department, 20 hours per week during June and July 2018; student from Whitman College, Walla Walla, Washington
- Volunteer Department, 2 hours per week for 4 months; student from Seton High School, Vancouver, Washington
- Production Department, 6 hours per day, 5 days per week, during the month of May; student from Catlin Gable High School, Portland, Oregon

*Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting;*

The Program Director was a speaker for the Greenberg Distinguished Scholar Series at Reed College on April 19th and 20th at Reed College in Portland. She made a speech to 50 students and community members, and held a podcasting workshop for 20 students.

The Program Director was a guest speaker for two media classes at Portland State University on May 21st. She gave feedback about podcast creation.

The Program Director, who sits on certain hiring committees, participated in Mock Job interviews at David Douglas High School on April 2018.

KBOO Radio has also hosted, in the past year, about 100 high-school and university students on multiple tours of the KBOO facilities. The tours include a speech about the importance of communication, independent media, and job opportunities in the field of broadcasting. Many students learn recording and interviewing techniques.

The Program Director was the “artist in residence” at Grant High School in Portland OR from March - May 2018, teaching podcasting to high school students

Rosemary Anderson High School (RAHS),  
New Columbia Campus, fall 2017 to June 2018  
Portland, Oregon

The KBOO Station Managers teaches audio production and storytelling. Students are introduced to concepts of radio broadcasting and podcasting, as well as audio production, news production and interviewing skills for radio. Students practice recording using professional field recorders, as well as conducting interviews with their peers, teachers and members of the community about topics they chose, and digital editing. Students learn about storytelling, communications skills and critical thinking.

*Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting;*

KBOO offers volunteer orientations approximately 12 times per year with an average attendance of about 15 individuals. During the orientation we cover KBOO's history and organizational structure, how the work is organized into departments, and how to access information about available trainings, and station volunteer needs. We also cover community expectations, conflict resolution, and our program mission. The Volunteer Coordinator then sets appointments with each attendee to assess how to best get them started volunteering in a role that they are able to fill, that fits with their schedule, and that offers a path to building the skill set they desire for radio or office work.

KBOO offers free training courses that prepare community members both to volunteer at KBOO and also to pursue employment in radio broadcasting and production (as a number of our former volunteers have). 200 volunteers participated in at least one training class, and most took multiple classes. The following is an approximate count of the trainings we offered during the Reporting Period: 12 Newsroom orientations, 6 Writing for Radio, 6 Interviewing Techniques, 12 Digital Editing, 6 Advanced Digital Editing, 18 Board Operator Trainings, 36 Intro to Audio/Audio Production, and 12 FCC/Legal Training. We also offer one-on-one mentoring in Field Recording, Social Media, Board Operator skills, and Digital Editing.

The KBOO Youth Collective meets weekly, with attendance ranging between 6 and 15 youth 20 and under. New Youth Collective members are trained in digital editing by the Youth Advocate, and then are expected to produce content for the monthly hour-long youth collective public affairs show, The Underground. Further training opportunities include classes in basic production techniques, live-music mixing, advanced digital editing, writing for radio, interviewing skills, microphone technique, field recording and more, depending on the needs and wants of the Youth Collective Members. Their skills are used then on the Youth Collective's monthly public affairs and youth culture show, "The Underground," as well as our other monthly show, the two-hour Youth Randomonium, where youth DJs broadcast music, including about 50% youth-produced music, and live performances of youth bands. We trained approximately 50 youth between September 2017 to August 2018.

Native American Youth Association 9th Grade Counts Program, July 2018

Members of 9th Grade Counts program come to KBOO at the beginning and end of their program to learn concepts of radio broadcasting and podcasting, as well as audio production and interviewing skills for radio. Students conduct and edit interviews with their peers about 9th Grade Counts. Students learn communications skills, editing skills and critical thinking.

*Provided **training** to management-level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

LGBTQ rights, with a focus on youth, Bridge 13, Sexual and Gender Minority Youth Resource Center (SMYRC).

February 16, 2018, 3 hours

Board, management, staff and volunteers attended this training during which we reviewed vocabulary and definitions. We discussed gender, sex and anatomy, the gender binary and oppression. Finally we discussed how to take this info and apply it to our interactions with each other.

Seeing the Masks--Breaking the Cycles rankism training

March 29, 2018

Board, management, staff and volunteers attended this training

during which we learned to recognize rankism and defense mechanisms in the workplace, and practiced interrupting harmful workplace interactions.

Beloved Community Anti-Oppressions 101, v2, Trainings Staff, board and key volunteers are required to attend these three-hour trainings, in alignment with our station's mission of radical equitable social change. The training is an introduction to the often unseen and unintended consequences of personal, structural, and institutional oppressions, including racism, sexism, classism, ableism, homophobia, transphobia, with a focus on examining and reducing microaggressions at KBOO.

The Beloved Community in Action Movie Night and Discussion Group

approximately 5 hours per month

Every month, staff and volunteers watch a documentary related to the various oppressions plaguing our society today, including racism, sexism, classism, ableism, homophobia, transphobia, and more, such as intersectionality. Later in the month the group meets to discuss the movie and topic in general. Participants study texts, learn from guest experts, and practice interrupting oppressions, with a goal making KBOO a model for anti-oppressions work and a place where all people can thrive.

*Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities*

National Federation of Community Broadcasters Regional Summit

September 2018, Santa Rosa, California

The Program Director and the Development Director, both of whom participate on certain hiring committees, attended this conference, where connections were made with community radio broadcasters nationally. The focus was on training and sharing resources.

Open Source Bridge Conference

June 2018, Portland, Oregon

The Web/New Media Director, who sits on certain hiring committees, attended this one-day conference for web/new media developers, and sat on panel discussions about open source forum software, security issues with web development and the potentials for artificial intelligence in media activism.

Northwest Media Summit

April, 2018 Portland OR

The Volunteer Coordinator, the Program Director, and the Development Director, who sit on certain hiring committees, attended this conference, where connections were made with community radio and television broadcasters nationally. The focus was on training and sharing resources.

Public Media Development and Marketing Conference

July, 2018 Chicago IL

The Development Director attended this conference of Public

Media fundraising and marketing staff. The focus was on training, sharing resources, and making connections with industry colleagues.

Also, as part of our 50th anniversary celebrations, we've had open house events targeted to the African American, Native, Queer, Latinx and Women's communities of Portland.

**POSITIONS FILLED**

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
May 22, 2018	Director of Underwriting	Facebook

**INTERVIEWEE REFERRAL SOURCE SUMMARY**

Number of Persons Interviewed: 4

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
KBOO Website	1
KBOO Facebook page	1
Word of Mouth	2

**RECRUITING SOURCES USED**

**Director of Underwriting**

Idealist.org  
www.idealist.org

KBOO social media posting  
KBOO website: www.kboo.fm  
KBOO on-air announcements

NAACP, Vancouver Branch  
360-256-6232  
PO Box 1903  
Vancouver, WA 98668  
naacpvancouver@gmail.com

Portland State University Career Center  
503-725-4613  
careerconnect@pdx.edu

Portland State University  
gflores@pdx.edu  
PSU thru Handshake

Public Radio Association of Development Officers -  
PRADO  
PRADO@listserv.syr.edu

**No source requested that it be notified of job vacancies**

Note: This report was revised after review by counsel in preparation for responding to the EEO audit.