

2023 ANNUAL EEO PUBLIC FILE REPORT

The KBOO Foundation

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

Reporting Period: September 21, 2022 – September 20, 2023

No. of Full-time Employees: 8

During the Reporting Period, two full-time positions (and one part time) were 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):

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

The Data Coordinator, Public Affairs Director, News Director, and Station Manager attended the National Federation of Community Broadcasters conference on June 28-30, 2023 in Denver, CO. These staff attended these sessions: Legal Essentials for Community Radio Stations; Mastering On-Air Sound; Revving Up Revenue; Finding and Retaining Station Talent; Impact for All: Critical Insights for Small Stations; Dynamic Governance: Effective Meetings and Station Organization; Sales and Programming Strategies to Grow Digital Listenership; Reenergizing Off-Air Fundraising – Crowdfunding and Vehicle Donations; Navigating the Conundrums of DEI Work; Ask the Attorneys: Underwriting (and Other Thorny Issues); Making the Ask: The Psychology of Leading Your Station’s Fundraising in Major Gifts and Capital Campaigns; What’s Out There? Open Source Tools and other Technologies for Radio Stations; CPB’s Role in Advancing Public Media; Making Native Lens and Native Braids.

The Data Coordinator, Membership Director, Web Coordinator, Public Affairs Director, and Program Director attended the People’s Institute for Survival and Beyond Portland Regional Undoing Racism®/Community Organizing Workshop Fri., Aug. 25-Sun., Aug. 27, 2023.

The Data Coordinator began a certificate program through NTEN in Aug. 2023.

*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 held 14 volunteer orientation sessions, with an average attendance of 8 individuals. The one-hour orientation covers KBOO's history and organizational structure, how the work is organized into departments, and how to access information about available training, and station volunteer needs. Instructors also cover community expectations, conflict resolution, and KBOO's program mission. After the orientation, the Volunteer Coordinator sets appointments with each attendee to identify a volunteering role that fits their schedule, abilities, and that offers a path to build the broadcasting skill set of their interest.

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). The following recap includes all trainings offered between September 21, 2022, and September 20, 2023:

- FCC Basics: Legal Issues in Radio, 1 hr training, 79 attendees
- Intro to Audio Editing, 1-2 hr training, 9 attendees
- Intermediate Audio Editing, 2 hr training, 4 attendees
- Introduction to Studio Production, 2 hr training, 3 attendees
- Board Operator Training, 2 hr training, 15 attendees
- Board Operator Refresher Training, 2hr training, 7 attendees
- News Editing in Audacity, 1 hr training, 19 attendees
- Writing for Radio, 1 hr training, 26 attendees
- Pitching for Membership Drives, 0.5 to 1 hr trainings, 19 attendees
- Newsroom Orientation, 0.5 hr orientation, 32 attendees
- Programmer Orientation, 1 hr training, 15 attendees

KBOO Staff trained students from Washington State University Vancouver's Collective for Social and Environmental Justice on several aspects of community radio, audio production, and news reporting. Classes included:

- Orientation to Community Radio and News and Interview Skills - 1/18/2023, 2.5 hours, 8 students
- FCC training - 1/25/2023, 1 hour, 8 students
- Intermediate Audio Editing - 2/1/2023, 1 hour, 8 students
- Audio Storytelling - 3/1/2023, 2.5 hours, 8 students

KBOO staff conducted a station tour, a presentation about community radio, and a hands-on production activity with 18 students from Portland's Roosevelt High School on December 14, 2022 for 2.5 hours.

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

CPB Preventing Harassment and Discrimination Training  
 Each staff member completed the online training module between May and September 2023 1.5 to 2 hour self-guided training. The training shared real-life experiences of harassment and discrimination, teaching staff about the different sorts of protected classes of personnel, and how to recognize, prevent, and interrupt harassment and discrimination.

## POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
May 22, 2023	Station Manager	Indeed
May 29, 2023	Web Coordinator	Indeed
August 21, 2023	Membership Director	Indeed

## INTERVIEWEE REFERRAL SOURCE SUMMARY

Number of Persons Interviewed: 6

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
Indeed	5
Word of Mouth	3
National Federation of Community Broadcasters	2
Zip Recruiter	1
KBOO website	3

## RECRUITING SOURCES USED

### Station Manager

KBOO-FM 90.7  
 Idealist  
 Union-Jobs.org  
 Partners for Diversity  
 Indeed  
 CPB  
 NFCB Listserve  
 Partners for Diversity  
 Twitter  
 Open Signal Switchboard  
 Craigslist  
 Zip Recruiter

KBOO Website and Monthly Newsletter  
 Linked-In  
 Nonprofit Professionals Now  
 Grassroots Radio Conference Listserve  
 Handshake  
 Facebook  
 Macslist  
 Instagram  
 Facebook  
 Urban League of Portland  
 Pacifica Radio Listserve  
 Glassdoor

### Web Coordinator

KBOO-FM 90.7  
Idealist  
Unionjobs.org  
Partners for Diversity  
Indeed  
Facebook  
National Federation of Community Broadcasters  
Urban League of Portland  
Craigslist  
Glassdoor

KBOO Website and Newsletter  
Mac's List  
Nonprofit Professionals Now  
Instagram  
Twitter  
Open Signal - Switchboard  
Handshake  
Grassroots Radio  
Pacifica Radio  
Ziprecruiter

### **Membership Director**

KBOO-FM 90.7  
Idealist  
Unionjobs.org  
Partners for Diversity  
Indeed  
Facebook  
National Federation of Community Broadcasters  
Urban League of Portland  
Craigslist  
Glassdoor

KBOO Website and Newsletter  
Mac's List  
Nonprofit Professionals Now  
Instagram  
Twitter  
Open Signal - Switchboard  
Handshake  
Grassroots Radio  
Pacifica Radio  
Ziprecruiter

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