

# 2009 ANNUAL EEO PUBLIC FILE REPORT

## The KBOO Foundation

Station: KBOO (FM-NCE)  
Community of License: Portland, OR

Reporting Period: September 21, 2008 – September 20, 2009

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):

*Participated in events sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.*

Vancouver Public Access Media Class  
May 2009  
KBOO's Evening News Director spoke at this class for aspiring documentarians and journalists, explaining how community media works, how to get involved and how to work as either a freelancer or a beat journalist in this field.

Muddy Boot Organic Festival  
September 2009  
KBOO's Interim Morning Public Affairs Director spoke at this panel on 21st Century Media, explaining how to use the Internet and new media, including career opportunities in this field.

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

KBOO Evening News Interns  
12/08-05/09, 01/09-06/09, 06/09-08/09  
Two high school students interned for approximately 120 hours each, 10 hours a week for 12 weeks. One college student interned for six weeks in the summer for 20 hours/week.

The Interns trained as radio news reporters/producers/researchers. Interns learned and became proficient in writing for radio news, reporting, digital audio editing, interviewing techniques, voicing technique, producing radio news & features (including in-house and field recording techniques, audio selection). Interns prepared reports and projects for broadcast, as well as helped with office tasks in the newsroom.

*Participated in job banks, internet programs, and other programs designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).*

Idealist.org

KBOO is a member of the Idealist website.

KBOO's organizational description is in the website's directory and KBOO provides information about KBOO related events and calls for volunteers.

In addition, KBOO offers volunteer orientations approximately 14 times per year with an average attendance of about 20 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. 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.

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

National Federation of Community Broadcasters annual convention, Portland, OR, April 1-4, 2009, attended by KBOO Staff: Development Director -Day long fundraising workshop, Ethics & the Law, Looking ahead radio in 5 years; Membership Coordinator-Day long fundraising workshop;AM News and Public Affairs Director-Day long intensive on program editing and pacing; Volunteer Coordinator- Programmer Evaluations: It's the Air Sound!; Courageous Conversations about Race, Parts 1 & 2; Managing Volunteers: Grievance Procedures and Disciplinary Action

In addition, KBOO staff presented and/or lead discussions on the following panels and workshops:

General Manager, Program Director, and Volunteer Coordinator-Conflict resolution in the workplace; General Manager-Building Effective Boards;non-staff Volunteer-On air fundraising. KBOO was the host station for the conference.

Chief Engineer attended trainings by National Association of Broadcasters-"Emergency Alert System and CAP" and "Modern Solid State Transmitters" and also attended the Public Radio Engineering Conference with a training on "Broadcast Engineering Issues". Both were April 2009 in Las Vegas.

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). Over 200 volunteers went through our trainings last year. We have offered approximately the following number of training programs during the report period:

12 Newsroom orientations, 12 Community reporting sessions, 12 Interviewing techniques, 24 Field recording, 12 Digital editing, 12 Advanced digital editing tutorial, 18 Writing for radio, 20 Voice training/Anchoring, 10 Air room engineering tutorial, 24 Intro to Audio/ Audio Production, 12 FCC/Legal training, 1 Creating Exciting Public Affairs, 2 Promoting your Show, and 1 Online Social Networking. We also brought in a nationally recognized trainer who trained approximately 150 volunteers on “creating compelling radio.”

The KBOO Youth Collective meets weekly, with attendance ranging between 6 and 15 youth 21 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 2 hour Youth Randomonium, where youth DJs broadcast music, including about 50% youth produced music, and live performances of youth bands.

*Participated in **events or programs** sponsored by **educational institutions** relating to career opportunities in broadcasting.*

Portland State University Forum on Media and Democracy November 2008

KBOO’s Evening News Director spoke at this panel to journalism students exploring careers in media, answering questions and sharing experiences regarding non-profit and community media, what it means, how to get involved and what types of careers are available in this sector.

*Sponsored at least 2 **events** in the **community** designed to inform and educate the public as to employment opportunities in broadcasting.*

The Youth Advocate, who sits on certain hiring committees, organized the following items: The KBOO Youth Collective had satellite projects this year with the Immigrant and Refugee Community Organization (6 immigrant girls producing monthly segments relating to science, and technology), the Native American Youth

Association (5 youth producing various radio pieces. We did an on-site workshop about radio for the youth that cannot make it to KBOO), and Boise Voices (an oral history project with 8 high school youth from Albina Youth Opportunity School and 8 3rd graders from Boise Elementary School). We have completed projects with community groups I Have a Dream, Girls Inc, and with after-school writers groups at De La Salle High School and Rosa Parks Elementary School. We have also hosted, in the past year, about 100 students on multiple tours of the KBOO facilities. All of these outreach activities include a speech about the importance of communication, independent media, and job opportunities in the field of broadcasting.

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

Monthly Diversity Leaders Network Breakfast. Portland, OR  
 Attended at least five times by Volunteer Coordinator who sits on certain hiring committees. Topics included Structural Oppression: Analyzing Power Dynamics in the Workplace; Challenges of Class Differences: Working with Clients and Co-workers; Curiosity: A Tool to Further Cross Cultural Competency; Supervising and Leading Teams towards Greater Cultural Effectiveness

---

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
4/30/09	Finance Coordinator	Word of mouth

---

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed in Preceding Year: 6

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
Craigslist.org	4
Word of mouth	2

---

The following recruitment sources were used for this opening:

**CNRG Listserve**

[cnrg@cnrg-portland.org](mailto:cnrg@cnrg-portland.org)

**El Hispanic News (print version)**

Classifieds

6700 N. New York Avenue

Suite 212

Portland, Oregon 97203

503.228.3139

[ads@elhispanicnews.com](mailto:ads@elhispanicnews.com)

**Idealist.org**

Nonprofit jobs site

<http://www.idealist.org/>

**Craigslist Website**

<http://portland.craigslist.org/acc/>

**NFCB (National Federation of Community Broadcasters) Listserve**

[nfcb@mailman.lmi.net](mailto:nfcb@mailman.lmi.net)

**KBOO Website**

**KBOO Bulletin Board**

**KBOO Volunteer e-mail list**

**KBOO On-Air Announcements**

No source requested that it be notified of job vacancies.