

KEXP 90.3 FM, Seattle, WA

EEO Annual Public File Report: October 1, 2016 – September 30, 2017

This EEO Annual Public File Report is filed in KEXP's public file and posted at 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/about/jobs.

Friends of KEXP employs 55 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

Job Title	Date of Hire	Recruitment Sources Notified	Number of Interviews	Recruitment Sources of Interviews	Recruitment Source of Hire
Production Manager	10/24/2016	1-11, 27	7	1, 2, 5, 6	5
Help Desk Assistant	10/3/2016	1-11, 14, 27	5	2, 6	2
Chief Operating Officer	12/5/2016	1-13, 27	20	1, 2, 5, 7, 11, 12, 13	5
Account Executive, Business Support & Underwriting	1/26/2017	1-11, 27	6	1, 2, 3, 6	6
Events Producer	11/21/2016	1-11, 13, 27	6	1, 5, 10, 11, 13	5
Development Communications Manager	3/27/2017	1-11, 13, 27	7	1, 2, 6, 7, 11, 13	1
Donor Services Manager	4/5/2017	1-11, 13, 27-28	9	1, 3, 5, 7, 11, 28	7
Major Giving Officer	2/6/2017	1-9, 11, 15-28	9	1, 2, 5, 6, 7, 11	5
IT Operations Engineer	2/6/2017	1-2, 5-9, 11, 15-27, 29	5	1, 2, 5, 6	5
Junior Software Developer	3/21/2017	1-11, 14-27, 29	4	1, 2, 5, 6	6
Lead Audio Engineer	4/24/2017	1-9, 11-12	14	1, 3, 5, 7, 12	5
Digital Director	7/10/2017	1-12, 15-27, 29, 32	7	2, 3, 6, 7	3
Digital Content Manager	6/26/2017	1-11, 15-27	7	5, 6, 7	5
Traffic Assistant	6/21/2017	1-9, 11, 15-27	7	1, 3, 5, 6	5
Help Desk Technician	8/21/2017	1-9, 11, 13, 14-27, 29, 34-35	13	1, 2, 7, 13, 34, 35	7

Total Interviews Conducted: 126

Total Full-Time Employees Hired: 15

Recruitment Sources

#	Name	Contact Information	Type of Source	# of Interviewees
1.	KEXP Website	www.kexp.org/about/jobs	Station website	20
2.	KEXP on-air spot	Friends of KEXP 472 1 st Ave. N Seattle, WA 98109	Radio broadcast	21
3.	KEXP Facebook	www.facebook.com/kexp.fm	Station social networking page	6
4.	KEXP Twitter	twitter.com/kexp	Station social media page	
5.	Current employees	Friends of KEXP 472 1 st Ave. N Seattle, WA 98109	Current employees notified by internal job announcement email	13
6.	Employee referral	Friends of KEXP 472 1 st Ave. N Seattle, WA 98109	Referral from current employee	16
7.	Community referral		Referral from community member who is not an employee	18
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 joe.mirabella@seattle.gov	City of Seattle film and music industry newsletter	1
11.	Indeed	www.indeed.com	Online job board	7
12.	LinkedIn	www.linkedin.com	Business-related social networking website	4
13.	Idealist	www.idealists.org	Online job board for non-profits	5
14.	Hack the CD	23 rd Ave. S, Seattle, WA hackthecd@gmail.com	Non-profit focused on promoting success for African-American residents of Seattle in tech-related positions and industries	

15.	Art Institute of Seattle	www.aii.edu 2323 Elliott Ave. Seattle, WA 98121	Art-focused academic institution	
16.	Asian Counseling & Referral Services	www.acrs.org 3639 Martin Luther King Jr. Way S Seattle, WA 98144	Non-profit focused on empowering Asian-Americans and Pacific Islanders	
17.	Bellevue College	www.bellevuecollege.edu 3000 Landerholm Circle SE Bellevue, WA 98007-6406	Community college career services	
18.	Catholic Community Services	www.ccsww.org 100 23 rd Avenue S Seattle, WA 98144	Religious service organization	
19.	City University	www.cityu.edu 521 Wall Street, Suite 100 Seattle, WA 98121	University career services	
20.	Courage 360	www.courage360.org 3516 S 47 th St., #205 Tacoma, WA 98409	Non-profit focused on economic self-sufficiency for low-income women and families	
21.	Central Washington University	www.cwu.edu 400 E. University Way Ellensburg, WA 98926	University career services	
22.	Evergreen State College (KAOS Radio)	www.evergreen.edu 2700 Evergreen Parkway NW Olympia, WA 98505	College radio station	
23.	Green River Community College	www.greenriver.edu 12401 SE 320 th Street Auburn, WA 98092-3622	Community college career services	
24.	Pacific Lutheran University	www.plu.edu 12180 Park Avenue S. Tacoma, WA 98447	University career services	
25.	UIATF Native Workforce Services Program	www.unitedindians.org 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	www.ups.edu 1500 N. Warner St. Tacoma, WA 98416	University career services	
27.	Urban League of Metropolitan Seattle	105 14 th Avenue, Ste. 200 Seattle, WA 98122 info@urbanleague.org	Email list of non-profit empowering African Americans in Seattle	
28.	AFP Advancement Northwest	www.afpadvancementnw.org 2150 N 107 th St, Ste 205 Seattle, WA 98133	Professional association for fundraisers	1
29.	Washington Technology Industry Association	www.washingtontechnology.org 2200 Alaskan Way, Suite 390 Seattle, WA 98121	Online job board for technology companies in industry association	
30.	Philanthropy Northwest	www.philanthropynw.org 2101 Fourth Avenue, Suite 650 Seattle, WA 98121 info@philanthropynw.org	Online job board for non-profit opportunities in the Northwest	
31.	WorkSource Washington	www.worksourcewa.com 888-316-5627	Washington State online job board	
32.	Greater Public Job Line	greaterpublic.org/jobline 401 North 3 rd Street, Suite 370 Minneapolis, MN 55401 (888) 454-2314	Online job board for public media opportunities	
33.	The Nonprofit Network	www.thenonprofitnetwork.org 4018 City Terrace Drive Los Angeles, CA 90063	Online job board for non-profit opportunities	
34.	Craigslist	seattle.craigslist.org	Online job board	5
35.	Monster	www.monster.com	Online job board	1

Community Referral Organizations

Art Institute of Seattle
2323 Elliott Ave.
Seattle, WA 98121
aisjobs@aii.edu

Asian Counseling & Referral Services
3639 Martin Luther King Jr. Way S
Seattle, WA 98144
employmentprogram@acrs.org

Bellevue College
3000 Landerholm Circle SE
Bellevue, WA 98007-6406
careers@bellevuecollege.edu

Catholic Community Services
100 23rd Avenue S
Seattle, WA 98144
nwejobs@ccsww.org

City University
521 Wall Street, Suite 100
Seattle, WA 98121
careers@cityu.edu

Courage 360
3516 S 47th St., #205
Tacoma, WA 98409
wendys@courage360.org

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

career@cwu.edu

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

Green River Community College
12401 SE 320th Street
Auburn, WA 98092-3622
workforce@greenriver.edu

Pacific Lutheran University
12180 Park Avenue S.
Tacoma, WA 98447
career@plu.edu

UIATF Native Workforce Services Program
Discovery Park
P.O. Box 99100
Seattle, WA 98139
yspencer@unitedindians.org

University of Puget Sound
1500 N. Warner St.
Tacoma, WA 98416
ces@ups.edu

Urban League of Metropolitan Seattle
105 14th Avenue, Ste. 200
Seattle, WA 98122
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 2,400 people have toured KEXP in 2017.

Our program of tours is overseen by JeeYoung Dobbs, Volunteer Coordinator, and Susan James, Education & Volunteer Manager.

2. Internship Fairs and Career Days

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

Seattle University Internship Fair
2/7/2017

University of Washington 2016 Internship Fair
2/16/2017

City of Music Career Day - Sponsored by One Reel; Office of Film + Music; Office of Arts & Culture; EMP Museum; The Vera Project; Boeing
4/1/2017

KEXP Volunteer Recruitment Fair
June 26-28

Community Radio Volunteer Fair - recruiting for community and low-power FM stations, hosted and co-presented by KEXP.
8/20/2017

3. Internships

KEXP offers internships in all areas of radio broadcasting. Interns gain real world experience in a broad array of fields including music programming, production, online, marketing, 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 unpaid.

Most internships are a 6 month commitment from (roughly) January to June and July to December. Our interns come from a variety of Seattle-area universities, including Seattle University, University of Washington, University of Puget Sound, Seattle Central College, Western Washington University, and Pacific Lutheran University. We also have high school students who volunteer with us, primarily attending Ballard High School and Seattle Academy of Arts & Sciences.

Our internship program is administrated by JeeYoung Dobbs, Volunteer Coordinator.

Active Intern Positions for 2016-2017:

Traffic Intern

Supervisor: Lizzy Flores, Traffic Manager

Business Support Intern

Supervisor: Brian Hill, Music & Business Support
Account Executive

Development Intern

Supervisor: Alexandra Chase, Development
Coordinator

Development Communications Intern

Supervisor: Ari Rosenschein, Development
Communications Manager

Creative Audio Production Intern

Supervisor: Will Myers, Creative Producer

Events Intern

Supervisor: McKenna Haley, Events Producer, and
Sharlese Metcalf, Events Producer

Music Library Intern

Supervisor: Dylan Flesch, Media Asset Librarian

Morning Show Producer Intern

Supervisor: Owen Murphy, Morning Show and
Programming Producer

Software Development Intern

Supervisor: Jay Kardong, Software Developer

Finance Intern

Supervisor: Tim Johnstone, Financial Manager

4. 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.