

See section I for Vacancy List

See section II for Master Recruitment Source List (MRSL) for recruitment sources data

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**WAMC-FM, WAMC-AM
ALBANY, NEW YORK
FEBRUARY 1, 2025 – JANUARY 31, 2026
I. VACANCY LIST**

JOB TITLE	RECRUITMENT SOURCES (RS) USED TO FILL VACANCY	RS REFERRING HIREE
Membership Administrator (FT) Opened: 1/16/25 Filled: 3/20/25	3, 7, 9 Number of candidates interviewed: 6 Referral Sources: Indeed.com: 3 Internal Candidates: 3	10 – Transfer/Promotion from Within
Director of Building & Grounds (FT) Opened: 2/24/25 Filled: 2/28/25	3, 7, 9 Number of candidates interviewed: 4 Referral Sources: Indeed 4	7 – Indeed.com
Managing Editor (FT) Opened: 3/5/25 Filled: 5/27/25	3, 5, 6, 7, 9 Number of candidates interviewed: 6 Referral Sources: Indeed.com: 4 LinkedIn: 2	9 – LinkedIn
Board Operator (PT) Opened: 4/28/25 Filled: 5/12/25	3, 5, 7 Number of candidates interviewed: 2 Referral Sources: Indeed.com: 2	7 – Indeed.com
Membership/Fund Drive Assistant (FT) Opened: 4/11/25 Filled: 5/12/25	3, 7, 9 Number of candidates interviewed: 3 Referral Sources: WAMC Website: 1 Indeed.com: 2	7 – Indeed.com
Bookkeeper (FT) Opened: 4/11/25 Filled: 4/15/25	3, 9 Number of candidates interviewed: 1 Referral Sources: Indeed.com: 1 (*applicant was hired from Membership/Fund Drive Assistant interview)	7 – Indeed.com
Chief Development Officer (FT) Opened: 6/26/25 Filled: 8/25/25	3, 7, 9 Number of candidates interviewed: 4 Referral Sources: WAMC Website: 2 Indeed.com: 2	3 – WAMC Website

News Bureau Chief - Albany (FT) Opened: 10/15/25 Filled: 11/1/25	3, 4, 7 Number of candidates interviewed: 4 Referral Sources: WAMC Website: 1 Indeed.com: 1 Internal Candidates: 2	10 – Transfer/Promotion from Within
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News Bureau Chief – Hudson Valley (FT) Opened: 10/27/25 Filled: 1/5/26	3, 4, 5, 6, 7 Number of candidates interviewed: 5 Referral Sources: WAMC Website: 1 Indeed.com: 4	7 – Indeed.com
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(2) News Producer/Reporters (FT) Opened: 11/5/25 Filled: 11/25/25	3, 7 Number of candidates interviewed: 7 Referral Sources: Indeed.com: 5 Internal Candidates: 2	10 – Transfer/Promotion from Within (2)
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TOTAL NUMBER OF OPEN POSITIONS: 11
TOTAL NUMBER OF INTERVIEWS: 42

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FEBRUARY 1, 2024 – JANUARY 31, 2025
II. MASTER RECRUITMENT SOURCE LIST ("MRSL")**

RS	RS Information	Source Entitled To Vacancy Notification (Yes/No)	# of Interviewees Referred by Over Reporting Period
1	Monster.com	N	
2	Capitalareahelpwanted.com Regionalhelpwanted.com, Inc. 9100 E. Panaroma Dr. #250 Englewood, CO 80112 Ph: 800.365.8630 X7366 Attention: Brook Peterson	N	
3	WAMC Website (internet posting) 318 Central Avenue Albany, NY 12206 Ph: 518.465.5233 http://www.wamc.org	N	5
4	CPB Jobline http://www.cpb.org/jobline	N	
5	New York State Broadcasters Association Trevor Elmendorf telmendorf@nybroadcasters.org www.nysbroadcasters.org	N	
6	Massachusetts Broadcasters Association jordan@massbroadcasters.org www.massbroadcasters.org/job-catagory/radio	N	
7	Indeed.com (Internet posting) 177 Broad Street, 6 th Floor Stamford, CT 06901	N	28
8	PublicMediaJobs.org Current's Job Portal Ph: 845.331.5000 Washington DC 20016 860-437-5700	N	
9	Other: LinkedIn		2
10	Transfer or promotion from within		7
11	Candidate was asked but didn't respond		

TOTAL NUMBER OF INTERVIEWS: 42

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III. LONG-TERM RECRUITMENT INITIATIVES

Establish training or mentoring programs designed to enable employees to acquire skills to qualify for higher level positions

WAMC Mentoring Program

The WAMC Mentoring Program matches senior staff members who have five or more years' experience in their field with an employee who wishes to learn more about their options and the building blocks of their chosen profession. The goal of the program is to build a more resilient workforce by fostering creativity, sharing knowledge and skills, and maintaining institutional knowledge. New employees are assigned a mentor during their probationary period to help assimilate the person to the inner workings of the station. After the probationary period, both the mentor and protégé may continue the relationship should they both agree to.

There were three mentorship pairings within the organization during the last period in the news and underwriting departments. The pairs met at least weekly to discuss their progress on goals and other topics as needed. At the end of the period, both parties evaluate the effectiveness of the mentorship program.

The Assistant News Director mentored The Southern Adirondack Bureau Chief, Aaron Shellow-Lavine from 10/09/23 to 04/03/25; and Managing Editor, Andrew Waite from 06/05/25 to 7/3/25. The Underwriting Office Manager mentored Billing Administrator, Payton Walker from 4/28/25 to 6/27/25.

Establishment of internship program to assist members of community acquire broadcast skills

WAMC Internship Program

WAMC works closely with colleges and universities throughout the station's listening area, which includes NY, MA, VT, CT, NJ, and PA, to recruit post-graduate interns for learning opportunities in journalism and broadcasting. Internship positions are listed at college and university career centers, specific departments when applicable (i.e., communication/ broadcasting), and WAMC's website, wamc.org.

WAMC can accommodate interns in our administrative, news, programming, marketing, national productions, The Linda (WAMC's performance venue) and underwriting departments each semester. Internships are awarded, after interview and approval, on a first come, first served basis. Interns work 10 to 40 hours per week, depending on course requirements, and are paid for their work.

In 2025, WAMC had 1 intern in the news department. 06/16/25 - 08/07/25 from Marist University. Supervised by Jesse King, Hudson Valley Bureau Chief, professional learning experiences included how

to research and write new stories, conduct and tape interviews, tape phone feeds, use production equipment, podcasting and public relations.

The Linda hosted 1 intern 04/01/25 – 04/16/25 from the Northeastern Association of the Blind at Albany. Supervised by Peter Hughes, General Manager, learning experiences included an overview of the work behind live performances and included hands-on technical experiences such as creating and securing event marketing.

Providing training to management level personnel on methods of ensuring equal employment opportunity and preventing discrimination

All supervisors completed the 60-minute e-learning course *Leading Inclusive Organizations* In October of 2025, in support of creating a workplace culture where people feel safe and supported. WAMC's personnel manual and station policies are regularly reviewed by an attorney and updated as needed to include the most recent state and federal anti-discrimination statutes. All employees sign-off on receiving and abiding by the policies annually. In October of 2025, all WAMC staff completed the e-learning US Workplace Harassment (5th Ed.) for New York covering sexual harassment and discrimination in the workplace.

Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities

All full and part-time positions are posted in a variety of places. Indeed.com, the New York State job bank, the Massachusetts and New York State Broadcasters Associations, and on the WAMC website are generally standard. This enables WAMC to reach a large community of diverse career websites and media partnerships which include substantial participation of women and minorities. In 2025, upper-level openings posted included a Managing Editor, and a Chief Development Officer where the job was advertised in six different places.

Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting

Spring Semester:

Host Joe Donahue taught a course called "Identifying Media Bias" at Bennington College.
Host David Guistina taught "Broadcast Journalism" at the University at Albany.

Fall Semester:

Host David Guistina taught "Broadcast Journalism" at the University at Albany.

March 5, 2025

Reporter Jesse King spoke at a journalism class at Marist College. The class teaches the fundamentals of audio reporting, and she gave students post-college career advice. She discussed her work at WAMC, the production process, what makes a good audio story, and how she approaches interviews. They also workshopped some story ideas for their midterm assignment, and held group exercises on dealing with difficult interviewees.

March 6, 2025

Reporter James Paleologopoulos presented to the University of Massachusetts Amherst journalism students on working as a reporter at a public radio station and his reporting covering the Pioneer Valley

August 11, 2025

Producer Sarah LaDuke was on a panel as part of a Berkshire Community College's Osher Lifelong Learning Institute Seminar - "The Berkshires Difference: When the Best Man for the Job is a Woman".

October 27, 2025 WAMC's Reporter Samantha Simmons spoke with SUNY Albany Broadcast Journalism students about her jump from college to professional journalism, her initial role as a producer, getting comfortable with sources, reporting accurately and fairly, the transition to on-air duties and required organizational skills.

Participation in job fairs by station personnel

Kayla Sacco, Outreach Coordinator attended SUNY Albany Technology & Science Career & Internship Fair September 24, 2025 and Union College's Career & Internship Fair on September 30, 2025.

Staff met with community members and students and discussed employment and internship opportunities available in broadcasting, public media and the differences between public and commercial broadcasting. WAMC was also able to discuss the specific open positions for 2025 in the news, administrative and operations departments.