

2023 ANNUAL EEO PUBLIC FILE REPORT

Northern Community Radio

Station(s):	KAXE(FM), Grand Rapids KBXE(FM), Bagley
Reporting Period:	November 23, 2022 – November 24, 2023
No. of Full-time Employees	Between 15 - 20
Small Market Exemption:	Yes

During the Reporting Period, at total of 10 full-time positions were filled. The information by FCC Rule 73.5080(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 scholarship programs designed to assist students interested in pursuing a career in broadcasting.

The station participated in the Association of Minnesota Public Radio Stations (AMPERS) Radio Network scholarship program – this organization of 19 Minnesota public radio stations award a \$1,000 scholarship to broadcast student affiliated with 1 of our stations.

Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

May 2-4, 2023 – Kari attended Non-COMMvention

June 21-23, 2023 – Chelsey and Heidi attended PMJA in San Antonio, TX

July 11-13, 2023 – Chris and Sarah attended PMDMC

September 2023 – April 2024 – Chelsey participated in Poynter’s “Editorial Integrity and Leadership Initiative”

October 2023 – Chelsey, Heidi and Larissa have started training with America Amplified for the 2024 election

9/22/23 - Penny attended a webinar “Public Radio and DEI in the Next Decade.”

On-Going Training – Ampers meetings

Participation in other activities designed by the [station](#) employment unit reasonably calculated to further the goal of disseminating information as to

06/24/23 – Bemidji Block Party – A one-day community event featuring 4 bands with 1000 people in attendance.

09/9/23 – Grand Rapids Riverfest – A one-day music festival that included 4 bands with over 3500 people in attendance.

employment opportunities in broadcasting to job [candidates](#) who might otherwise be unaware of such opportunities.

The station actively engage the community through social media such as Facebook, Instagram and Twitter.

LIST OF POSITIONS FILLED

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIRE
12/2022	Producer	Online Job Post
12/2022	Producer	Online Job Post
01/2023	Volunteer Coordinator	Online Job Post/Referral
02/2023	News Director	Online Job Post
04/2023	Development Director	Online Job Post
07/2023	Reporter – Bemidji	Online Job Post
08/2023	Host/Producer	Online Job Post/Referral
08/2023	Host/Producer	Online Job Post/Referral
09/2023	Marketing/Social Media Specialists	Online Job Post/Referral
10/2023	Dev Associate - Member Services	Online Job Post/Referral

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 40

Recruitment Sources Referring Interviewees during Reporting Period	Number of Persons Interviewed that the Source Referred
Personal Referrals	9
kaxe.org/employment-opportunities	30
Internal Promotion	1

RECRUITING SOURCES USED

Job Title of Position: Producer(x2)

Date of Hire: December 2022

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE.ORG	N	kaxe.org/employment-opportunities	Sarah Bignall	218-326-1234 sarah@kaxe.org
Current	N	publicmeidajobs.org		(301)270-7240
Linkedin.com	N	Linkedin.com		
Ampers	N		Joel Glaser	651-587-5550 jglaser@ampers.org
Brainerd Dispatch	N	brainerddispatch.com/		

Job Title of Position: Volunteer Coordinator

Date of Hire: January 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234

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				sarah@kaxe.org
KAXE.ORG	N	kaxe.org/employment-opportunities	Sarah Bignall	218-326-1234 sarah@kaxe.org
Current	N	publicmeidajobs.org		(301)270-7240
Linkedin.com	N	Linkedin.com		
Ampers	N		Joel Glaser	651-587-5550 jglaser@ampers.org
Brainerd Dispatch	N	brainerddispatch.com/		

Job Title of Position: News Director

Date of Hire: February 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE.ORG	N	kaxe.org/employment-opportunities	Sarah Bignall	218-326-1234 sarah@kaxe.org
Current	N	publicmeidajobs.org		(301)270-7240
Linkedin.com	N	Linkedin.com		
Ampers	N		Joel Glaser	651-587-5550 jglaser@ampers.org

National Federation of Community Broadcasters	N	P.O. Box 806 Paonia, CO 81428	Ernesto Aguilar	970-279-3411 listserve@nfcb.org
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* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

Job Title of Position: Development Director

Date of Hire: April 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE.ORG	N	kaxe.org/employment-opportunities	Sarah Bignall	218-326-1234 sarah@kaxe.org
Current	N	publicmeidajobs.org		(301)270-7240
Linkedin.com	N	Linkedin.com		
National Federation of Community Broadcasters	N	P.O. Box 806 Paonia, CO 81428	Ernesto Aguilar	970-279-3411 listserve@nfcb.org
Ampers	N		Joel Glaser	651-587-5550 jglaser@ampers.org

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Job Title of Position: Reporter - Bemidji

Date of Hire: July 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
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CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE.ORG	N	kaxe.org/employment- opportunities	Sarah Bignall	218-326-1234 sarah@kaxe.org
PMJA	N	pmja.org		(605)863.9919
Linkedin.com	N	Linkedin.com		
National Federation of Community Broadcasters	N	P.O. Box 806 Paonia, CO 81428	Ernesto Aguilar	970-279-3411 listserve@nfcbb.org
Ampers	N		Joel Glaser	651-587-5550 jglaser@ampers.org

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Job Title of Position: Host/Producer (x2)

Date of Hire: August 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
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Linkedin.com	N	Linkedin.com		

National Federation of Community Broadcasters	N	P.O. Box 806 Paonia, CO 81428	Ernesto Aguilar	970-279-3411 listserve@nfcfb.org
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Job Title of Position: Social Media/Marketing

Date of Hire: September 2023

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
CPB Job Line	N	cpb.org/jobline/		
KAXE/KBXE Radio	N	260 NE 2 nd St Grand Rapids, MN 55744	Sarah Bignall	218-326-1234 sarah@kaxe.org
KAXE/KBXE Facebook Ad	N	Facebook	Sarah Bignall	218-326-1234 sarah@kaxe.org
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Job Title of Position: Membership Services Manager

Date of Hire: October 2023

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