



January 14, 2022

**Newark Public Radio, Inc./WBGO 88.3FM
Equal Employment Opportunity (EEO) Public File Report
February 1, 2021 – January 31, 2022**

This report is being posted in compliance with Section 73.2080 (c) (6) of the Federal Communications Commission's EEO rules. The report may be found in the Public Inspection file at 54 Park Place, Newark, NJ and on the station's website at www.wbgo.org.

The following information may be found in this report:

1. A list of full-time vacancies filled by WBGO during the reporting period (2/1/2021-1/31/2022).
2. For each such vacancy, the recruitment sources utilized to fill the vacancy, identified by name, address, telephone number and contact person.
3. The recruitment source that referred the successful candidate (hire) for each full-time vacancy during the reporting period.
4. Data reflecting the total number of candidates interviewed for the full-time vacancies during the reporting period and the total number of interviews referred by each recruitment source utilized in connection with such vacancies.
5. A list and brief description of the initiatives undertaken pursuant to Section 73.2080 (c) (6) of the FCC's EEO Rules during the reporting period.



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Listing of full-time vacancies, filled by WBGO during the reporting period:

Position Title	Successful Candidate Recruitment Source
Listener Services Associate	Wbgo.org
Director, Strategic Partnerships	Wbgo.org
Chief Content Officer	Indeed.com
Executive Assistant to CEO	Wbgo.org

Recruitment Source Contacts

- 1. Wbgo.org**
Michele Ralph-Rawls, Chief Human Resources Officer
Newark Public Radio/WBGO 88.3FM
54 Park Place, Newark, NJ 07102
973-624-8880/ext. 244
973-991-7780
- 2. Indeed.com** is a self-sourced recruitment tool. Resumes are submitted electronically, directly by the candidate to the employer of interest.



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1. Listener Services Associate

Reporting directly to the Membership Director, the Listener Services Associate is responsible for monitoring and administering all Member Benefits Programs, including but not limited to: Members' Night, "Freebie Giftline", Online Gift Shop, Member Card Discount Program and other customer services activities. Serves as liaison for members and listeners aiding in the resolution of questions and complaints.

In addition to posting on the WBGO website (wbgo.org), other recruitment sourcing sites include: indeed.com, linkedin.com, and cpb.org (Corporation for Public Broadcasting). The successful candidate was an applicant from the wbgo.org recruitment website and will start effective January 30, 2022.

2. Director, Strategic Partnerships

The Director of Strategic Partnerships is a dynamic, detail-oriented, highly organized, eloquent and persuasive individual. The incumbent is a strategic thinker and planner, with strong leadership, managerial and communications skills. Reporting directly to the President and CEO, the Director of Strategic Partnerships supports the Department of Development in the research, preparation and submission of all proposals and grant applications. The incumbent collaborates with program staff to develop project budgets and identify specific objectives, as well as work plans for potential grant-funded projects. Management of grants, budgets, schedules and strategies, in full partnership with the Chief Revenue Officer is crucial to the role.

In addition to posting on the WBGO website (wbgo.org), the position was posted to indeed.com, linkedin.com, and cpb.org. The successful candidate was an applicant from the wbgo.org recruitment site and started in the position effective January 3, 2022.

3. Chief Content Officer

Reporting to the President and CEO, the Chief Content Officer requires experienced and communicative leadership skills to function in a dynamic, responsive, aspirational, philanthropic and data driven environment. Strategic planning and execution, as well as a keen understanding of the activities and trends within public media are integral to the role of principal architect of our efforts in broadcast, digital and on demand content creation and husbandry. The incumbent exhibits sensitivity and demonstrable proactivity in the areas of employee engagement with significance to diversity, equity and inclusion. The CCO is a steward of standards and best practices for the creation and distribution of broadcasts, digital content and the use of social media and serves as the business owner of key content and product partnerships; manages editorial partnerships and oversees programming of the homepage of wbgo.org and all gateways to our digital content.

This position was posted to wbgo.org, indeed.com, linkedin.com and cpb.org. The successful candidate was an applicant from indeed.com and began working with WBGO effective August 30, 2021.



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4. Executive Assistant to the President & Chief Executive Officer (CEO)

Reporting directly to the President and CEO, the incumbent provides exclusive support in a one-on-one working relationship. The incumbent serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as the liaison to the Board of Trustees and senior management team; organizes and coordinates executive outreach, as well as external relations efforts and oversees special projects. Must have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative and organizational skills, as well as the capacity to work under pressure, handling a wide variety of activities and confidential matters with discretion.

This position was posted to wbgo.org, [indeed.com](https://www.indeed.com), [cpb.org](https://www.cpb.org) and [linkedin.com](https://www.linkedin.com). The successful candidate was an applicant from wbgo.org and began working full-time effective April 18, 2021.



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Position Title	Recruitment Sources	# of Referrals	# of Interviewees	Candidate Selected
Listener Services Associate	Indeed	6	5	
	Linkedin	0	0	
	CPB	0	0	
	WBGO.ORG	1	1	Jennifer Poteet
Director of Strategic Partnerships	Indeed	21	5	
	Linkedin	0	0	
	CPB	0	0	
	WBGO.ORG	1	1	Scott McCraw
Chief Content Officer	Indeed	36	5	Stevan Smith
	Linkedin	0	0	
	CPB	0	0	
	WBGO.ORG	0	0	
Executive Assistant to CEO	Indeed	23	3	
	Linkedin	0	0	
	CPB	0	0	
	WBGO.ORG	1	1	Phyllis Staten