



WRVO EEO Narrative Statement and Recruitment Summary for the Year Ending 1/31/2026
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WRVO Public Media, including its associated radio stations, regional translators and online platforms, is a department of the State University of New York at Oswego. It abides by – and is subject to – the non-discrimination policies of the State University of New York. WRVO complies with all applicable equal opportunity / non-discrimination laws and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or any other characteristic protected by applicable local, state or federal law. The WRVO Station Manager is responsible for making sure the organization and its employees abide by these policies and is advised by both the SUNY Oswego Human Office of Human Resources and the Research Foundation for SUNY. WRVO staff regularly participate in anti-discrimination training provided by these employers.

WRVO Public Media is committed to developing a culture of diversity and inclusion in our work environment. As a public media organization, we believe a professional staff which more accurately reflects the demographic diversity of our community will more effectively serve the public, and will help advance our mission to educate, inform and entertain the citizens of Central New York. When filling vacancies on our staff, WRVO places a priority on developing a workforce which is representative of our service area. As a journalism organization, we believe a staff which more accurately represents our community strengthens and legitimizes our efforts with listeners of all backgrounds. WRVO is committed to attracting candidates who will help us reach that goal. Prior to each search to fill a staff vacancy, EEO officers at the SUNY Oswego Research Foundation, the SUNY Oswego Office of Human Resources, and the SUNY Oswego Office of Diversity and Inclusion instruct the search committee on the proper procedures for recruiting, interviewing and selecting candidates. A formal protocol is applied to ensure all policies in this regard are met. Documentation to that effect is maintained in files at WRVO, the offices of the SUNY Research Foundation, and the Office of Human Resources at SUNY Oswego.

WRVO continues to compile a list of regional and national job posting sources to expand recruiting efforts. No potential source of applicants contacted WRVO requesting notifications of available positions during the current reporting period. When recruiting to fill open positions, we make employment information available through many industry-related national organizations, as well as local and regional organizations. The SUNY Oswego Office of Human Resources assists WRVO in posting job listings with state and national higher education and minority-focused organizations. We post

recruitment notices on our digital platforms, including wrvo.org and social media services, and will broadcast announcements of job openings when appropriate.

Internship Program

WRVO maintains an active internship program to offer students practical experience in journalism, production, engineering and other broadcast and media-related fields. We work regularly with the SUNY Oswego Internship and Career Services departments to make these opportunities available. Interns are usually unpaid, and are volunteers and/or receive class credit. WRVO also makes work study and part-time paid student positions available when necessary. During the current reporting period, WRVO employed one work study student in the Engineering Department, who also assisted with projects in the Membership and Digital Departments.

News interns regularly contribute to WRVO's broadcast and digital platforms, edit stories for posting online at wrvo.org, and assist the WRVO News Department in preparing news-related content. Production interns help prepare programs for broadcast, produce promotional announcements, and complete other responsibilities necessary for day-to-day operations. Engineering interns learn more about maintaining broadcast equipment, audio networking, and finding solutions to day-to-day complications. Whenever practically possible, internship programs are tailored to fit the needs of both the student and the organization. In addition to formal internships, WRVO may accommodate students working on Capstone or other special projects.

Through the SUNY Oswego Internship department, information about our available positions is made accessible to the entire student population, and additional information is available at the wrvo.org website. Persons filling these positions are usually SUNY Oswego students, but we accommodate requests from students from other educational institutions when time and resources allow.

Outreach to Students

In February 2025, WRVO Station Manager William Drake participated in the SUNY Oswego College of Communication, Media and the Arts Career Showcase and Panel Discussion, talking with students about various career opportunities in radio and other electronic media.

In April 2025, WRVO Station Manager William Drake led a tour of the WRVO studios for students involved with the SUNY Oswego Career Services department, which included discussions of operations and technology, and significant conversations about potential careers in electronic media, including sales, business, production and engineering. WRVO Membership Services Director Pam Cantine, WRVO Underwriting Account Manager Thomas Herbert, and WRVO Chief Engineer Jeff Windsor also participated.

Participation in Programs Sponsored by Educational Institutions

In February 2025, WRVO Station Manager William Drake participated in SUNY Oswego's interactive session, "The Legally Compliant Supervisor," a broad overview of various aspects of legal responsibilities when supervising others.

In August 2025, WRVO Station Manager William Drake participated in the SUNY Oswego New Faculty and Professional Staff Orientation Fair, informing new faculty and staff about WRVO, public broadcasting and media in general, and potential student internship opportunities at WRVO.

Training and Mentoring Programs for Station Staff

In February 2025, WRVO Station Manager William Drake and Underwriting Account Manager Thomas Herbert attended the Greater Public Webinar “FCC Underwriting Guidelines & Compliance Workshop for Public Radio,” an interactive session which included an overview of the FCC underwriting guidelines, as well as real-world public radio underwriting copy scenarios.

In September 2025, all WRVO staff – including Station Manager William Drake – participated in Title VI Discrimination Prevention training, as required by the SUNY Oswego Department of Human Resources.

Between September and December 2025, all WRVO staff – including Station Manager William Drake – participated in a variety of compliance courses as required by the SUNY Oswego Department of Human Resources. Topics included New York State Ethics Training, Overview of Internal Controls, Workplace Violence and Sexual Harassment Prevention, and Identifying Signs of Domestic Violence and Child Abuse, as required by the SUNY Oswego Department of Human Resource.

Community Events Designed to Educate and Inform the Public

In April 2025, WRVO Station Manager William Drake and Underwriting Account Manager Thomas Herbert spoke to a group of Rotarians in Watertown, NY, about public media, journalism and the potential effect of a rescission of federal funding for the Corporation for Public Broadcasting.

Recruitment Summary

During the current reporting period, WRVO experienced one vacancy for a full-time professional position:

- WRVO News Reporter / Producer: A search to fill this position was launched during the reporting period and continues at this time. Recruitment details for this search are included as Attachment A.

Prior to the recruiting effort for this vacancy, WRVO search committee members were advised and instructed by: Maria Nakamura, Associate Director of the SUNY Oswego Office of Research and Sponsored Programs; Kendra Cadogan, SUNY Oswego Chief Diversity and Inclusion Officer; and Sonja Hathaway, SUNY Oswego Talent Acquisition Manager, on proper procedures for recruiting, interviewing and selecting candidates.

Prepared by William Drake, WRVO Station Manager
For the Public Files of WRVO, WRVD, WRVN, WRVJ, WRVH, WMVQ, and wrvo.org.

William J. Drake

William J. Drake
Station Manager
WRVO Public Media

WRVO Recruitment Summary for the Year ending 1/31/2026

Attachment A:

Vacancy: WRVO News Reporter / Producer

Recruitment Sources Used:

WRVO Public Media: wrvo.org
SUNY Oswego: Oswego.edu
New York State Job Bank: newyork.unslx.com
Greater Public: GreaterPublic.org
Public Media Journalists Association: pmja.org
Radio Television News Directors Association: rtnda.org
Syracuse.com

This search began in July 2025 and remains open at the close of the current reporting period.

Position Description:

The WRVO News Reporter / Producer is responsible for producing daily news content for broadcast and digital platforms. The person in this position works closely with the Director of News and Public Affairs to assure timely delivery of content covering issues of regional significance. While this person is considered a “General Assignment” reporter, the News Reporter / Producer may be assigned to cover stories in a specific region and/or on a specific topic (“beat”). The ability to be flexible, work non-traditional hours, and meet deadlines is imperative.

Responsibilities:

News Gathering and Production

- Gather and produce news content for broadcast on local portions of Morning Edition, All Things Considered and other programs, as necessary; includes readers, cut & copies, spots, and feature-length segments
- Produce and edit news content for digital platforms, including wrvo.org and social media
- Produce daily newscasts in the event of the Director of News and Public Affairs’ absence, or as required
- Assist the Director of News and Public Affairs by monitoring regional affairs and suggesting potential story ideas for WRVO News coverage
- Share audio and digital content with other public media organizations as appropriate

On-Air

- Participate in WRVO on-air fundraising
- Produce on-air and online promotional materials as necessary

- Produce daily voice tracking for automated delivery as necessary
- Serve as emergency on-air host and/or board operator as necessary

Development

- Attend and participate in WRVO station events as assigned
- Serve as a representative of WRVO at station events, meetings, conferences and other activities as assigned

Required Qualifications:

- Bachelor's Degree or higher in a related field at the time of appointment
- At least one year of professional news reporting experience
- Experience with writing for broadcast and digital platforms
- Demonstrated experience using audio editing software
- Demonstrated ability to gather audio in the field
- A strong commitment to public radio news values and journalistic ethics
- Willingness to work non-traditional hours, including evenings and weekends, as necessary
- A commitment to diversity and inclusion in professional work, professional development, and service

Preferred Qualifications:

- Bachelor's Degree or greater in journalism or related field
- Public media experience
- A demonstrated commitment to diversity, equity and inclusion

Apply Online at:

<https://oswego.interviewexchange.com/jobofferdetails.jsp;jsessionid=D9EDD64B019AB006D12164E56F8F0366?JOBID=190734>

Please follow all instructions. You will be asked to submit:

1. Cover letter describing interest and qualifications for position
2. CV/Resume
3. A separate Diversity, Equity and Inclusion (DEI) statement in which you describe, citing specific examples, how you have demonstrated your commitment to the values of diversity, equity and inclusion as a professional in the workplace and/or as a citizen of the greater community
4. Official transcripts are required at the time of appointment
5. Contact information for three professional references

If you have questions about the position, please contact: Jason Smith, Search Chair, at <mailto:jason.smith@wrvo.org>.

Search Committee:

Jason Smith, WRVO Director of News and Public Affairs (chair)

Mark Lavonier, WRVO Senior Producer

Jessica Cain, WRVO News Reporter/Producer

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