

2020 ANNUAL EEO PUBLIC FILE REPORT

The KBOO Foundation

Station: KBOO (FM-NCE), Portland, OR

Reporting Period: September 21, 2019 – September 20, 2020

No. of Full-time Employees: 5 – 10

During the Reporting Period, three full-time positions were filled. The information required by FCC Rule 73.2080(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):

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

Social Media Internship Program  
November 2019-August 2020; approx. 20 hours per week  
One high school student, 9 months  
One high school student, 2 months  
One post-graduate student, 6 months  
KBOO's social media interns assist with maintaining and updating KBOO's presence on social media, as well as livestreaming in-studio music performances and off-site events.

Finance Internship  
September 2019-January 2020, approx. 2 hours per week  
One person learned the basics of Accounts Payable at a community radio station.

*Participation in at least four events or programs sponsored by educational institutions relating to career opportunities in broadcasting.*

The Program Director was a trainer for Beaverton Academy of Science and Engineering on January 9 and 16, 2020. The first day she spoke to the full class about podcasts, broadcasts, and storytelling. The next week she listened to podcasts and radio stories and gave direct feedback to students about the content, and about their goals for media making.

The Program Director attended The Power Shift Workplace Integrity Train the Trainers Workshop, October 16 & 17, 2019, in Chicago, Illinois. The workshop is designed for media organizations and is built around three pillars of critical thinking, courageous conversations, and building cultures of respect and trust. Participants learn skills to deliver the training in their own organizations.

The Finance Coordinator, Volunteer Coordinator, Membership Director, News Director, and Public Affairs Assistant attended a day-long Conflict Resolution workshop at Resolutions NW, Portland, Oregon, October 4, 2019. The workshop was designed specifically for KBOO, and helped participants identify conflict and their reaction to it, relative privilege, and biases. Participants practiced listening and responding from the other party's point of view.

The Interim Volunteer Coordinator attended the Allied Media Conference, July 23-26, 2020, for 4+ hours each day. The conference is centered around concepts and practices of DEI, accessibility, and justice, addressing the roots of problems and advancing holistic solutions towards a more just and creative world. The Interim Volunteer Coordinator participated in the Association for Independents in Radio (AIR)'s networking event during this four-day event.

The Interim Volunteer Coordinator attended Leading for Equity in a Time of Crisis, Part 2: The Deeper Dive, on July 30, 2020, for a total of 4 hours.

this webinar centered around anti-racist practices and bringing those more fully into our everyday lives and practices.

*Sponsorship of at least two events in the community designed to inform and educate members of the public as to employment opportunities in broadcasting.*

KBOO holds monthly volunteer orientation sessions, with an average attendance of 20 individuals, but was only able to hold 5 sessions during the reporting period, as the station closed for inhouse activities in early March 2020, due to the COVID-19 pandemic.

During the orientation we cover KBOO's history and organizational structure, how the work is organized into departments, and how to access information about available trainings, and station volunteer needs. We also cover community expectations, conflict resolution, and our program mission. The Volunteer Coordinator then sets appointments with each attendee to assess how to best get them started volunteering in a role that they are able to fill, that fits with their schedule, and that offers a path to building the skill set they desire for radio or office work.

KBOO offers free training courses that prepare community members both to volunteer at KBOO and also to pursue employment in radio broadcasting and production (as a number of our former volunteers have). Courses were offered on a weekly or monthly basis until March 2020, when KBOO closed our studios to inhouse activities due to the COVID pandemic. The following recap includes all trainings offered between September 21, 2019, and March 13, 2020:

- FCC Basics: Legal Issues in Radio, 2 hr training, 18 attendees
- Intro to Audio Production, 2.5 to 4 hr trainings, 35 attendees
- Intro to Audio Production: Listening Sessions, 2 hr training, 9 attendees
- Board Operator Training, 2hr training, 10 attendees
- Beginner Digital Editing, 2 to 2.5 hr training, 7 attendees
- Interview Techniques, 2 hr training, 7 attendees
- News Anchoring and Announcements, 1 to 2.5 hr trainings, 3 attendees
- Field Recording, 2 hr training, 2 attendees
- Writing for Radio, 1.5 hr training, 4 attendees
- Tabling Basics, 1 hr training, 3 attendees
- News & Public Affairs Orientation, 1 hr orientation, 7 attendees
- Phone Bank Training for Membership Drives, 1 hr training, 3 attendees
- Adobe Premiere Video Editing, 2 hr training, 13 attendees

The KBOO Youth Collective met weekly until the COVID shutdown on March 13, 2020, with attendance ranging between 6 and 15 youth 20 and under. After March, the group met by video conference approximately twice a month, with attendance between 3 and 7 each time. New Youth Collective members are trained in digital editing by the Youth Advocate, and then are expected to produce content for the monthly hour-long youth collective public affairs show, The Underground. Further training opportunities include classes in basic production techniques, advanced digital editing, writing for radio, interviewing skills, microphone technique, field recording and more, depending on the needs and wants of the Youth Collective Members. Their skills are used then on the Youth Collective's monthly public affairs and youth culture show,

“The Underground,” as well as our other monthly show, the two-hour Youth Randomonium, where youth DJs broadcast music, including about 30% youth-produced music, and live performances of youth bands. We trained approximately 60 youth, September 2019 to August 2020.

The Web/New Media Coordinator taught a two-hour webinar class on protest reporting, on July 25 and August 15, 2020. 40 total people attended the two classes, which took an indepth look at best practices for reporting on protests. Participants learned what to do before, during, and after going out to report on protests, and delved into how equity factors into reporting.

The Chief Engineer led a 1.75-hour Intro to Microphones webinar training on August 26, 2020. They discussed the different types of mics, how they work, recommended uses, and some recommended mic models. 20 people attended.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

Portland’s Fight Against the Neo-Nazis and the Christain Right 10-episode documentary series  
KBOO volunteers were trained in conducting and transcribing interviews, project management, and producing.

*Provided **training** to management-level personnel on methods of ensuring equal employment opportunity and preventing discrimination.*

JEDIB Program  
January 7, July 27, August 7, September 2, 2020  
1.5 to 2 hours each  
Staff and management watched the NFCB video: The State of Diversity, Equity, and Inclusion in Community and Public Media and launched a station-wide program to improve justice, equity, diversity, inclusion, and belonging at KBOO.

**POSITIONS FILLED**

DATE OF HIRE	JOB TITLE	RECRUITMENT SOURCE REFERRING HIREE
October 4, 2019	Volunteer Coordinator	Word of Mouth
November 18, 2019	Public Affairs Director	Word of Mouth
December 7, 2019	Director of Development	Indeed.com

**INTERVIEWEE REFERRAL SOURCE SUMMARY**

Number of Persons Interviewed: 11

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
KBOO Website	1
KBOO On-air Announcement	1
Indeed.com	4
Macslis	2
Word of Mouth	3

**RECRUITING SOURCES USED**

**Volunteer Coordinator**

Albina Ministerial Alliance Coalition for Justice and Peace  
facebook

Clackamas Community College  
collegecentral.com

Handshake.com, including Portland State University

Indeed.com

KBOO website, Facebook, on-air announcements

NAACP  
naacpvancouver@gmail.com

NFCB  
listserve@NFCB.org

**RECRUITING SOURCES USED**  
**Director of Development**

Indeed.com

KBOO website, Facebook, on-air announcements

Mac's List  
maclist.com

**RECRUITING SOURCES USED**  
**Public Affairs Director**

Handshake.com, including California State University, East Bay; California State University, Sacramento; Eastern Oregon University; Lewis & Clark College; Mills College; Oregon State University; Portland State University; Reed College; San Francisco State University; Seattle Pacific University; Seattle University; Southern Oregon University; University of California Berkeley; University of California Davis; University of Oregon; University of Portland; University of Washington; University of Washington Tacoma; Washington State University; Willamette University

Indeed.com

KBOO website, Facebook, bulletin board, on-air announcements

**No source requested that it be notified of job vacancies**