

EQUAL EMPLOYMENT OPPORTUNITY PUBLIC INSPECTION FILE REPORT

FULL TIME JOB VACANCIES FILLED BY STATION  
FROM **June 1, 2018 to May 31, 2019**

CAN BE FOUND: WTMD-FM PUBLIC FILE and at WWW.WTMD.ORG

1. Total number of full-time vacancies filled during the year: **1**
2. Total number of interviewees for all full-time vacancies during the year: **4**

**Job Vacancies Filled During Annual Reporting Period**

Title of Full Time Job Filled: **Membership & Marketing Coordinator**

Date Position Filled: **May 20, 2019**

Recruitment sources used: **All Access, CPB, Facebook, Greater Public, Handshake Towson, Handshake Notre Dame of MD University, LinkedIn**

The source that referred the successful applicant: **WTMD Website**

Number of Interviewees: 4

Address: 1 Olympic Place, Suite 100, Towson, MD 21204

Phone: 410-704-3464

Contact Person/Title	Source	Address	Telephone	Website
Online Source	Corporation for Public Broadcasting	401 Ninth Street NW Washington, DC 20004	202-879-9600	<a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a>
Online Source	LinkedIn	350 Fifth Avenue New York, Ny 10118	212-592-0256	<a href="http://www.linkedin.com">www.linkedin.com</a>
Online Source	Greater Public	401 North 3rd Street, Suite 601 Minneapolis, MN 55401	(800) 454- 2314	<a href="http://greaterpublic.org">greaterpublic.org</a>
Online Source	All Access	24955 Pacific Coast Highway, C303 Malibu, CA 90265	310.457.6616	<a href="http://allaccess.com">allaccess.com</a>
Online Source	Towson Handshake	8000 York Road Towson, MD 21252	410-704-2233	<a href="http://towson.handshake.com">towson.handshake.com</a>
Online Source	WTMD Facebook Page	1 Hacker Way in Menlo Park, CA 94025	650-543-4800	<a href="http://facebook.com">facebook.com</a>
Online Source	Friday Morning Quarterback	Executive Mews, F-36 1930 East Marlton Pike Cherry Hill, NJ 08003	(856) 424- 9114	<a href="http://fmqb.name">fmqb.name</a>
Online Source	Notre Dame of Maryland University Handshake	4701 N Charles Street Baltimore, MD 21210	(410) 435- 0100	<a href="https://www.ndm.edu/">https://www.ndm.edu/</a>
Online Source	WTMD Website	1 Olympic Place, Ste 100, Towson, MD 21204	410-704- 3464	<a href="http://wtmd.org">wtmd.org</a>

## Supplemental Recruitment Initiatives.

List and briefly describe the Supplemental Recruitment Initiatives undertaken during the period covered by this Report.

<p><i>Hosted at least one <b>job fair</b>.</i></p>	<p>Towson University hosted Spring Mega Job &amp; Internship Fair, March 2019. The Director of Finance and Administration and the Director of Membership attended the Towson University Job &amp; Internship Fair and spoke with 100 attendees about WTMD. Employment and Internship opportunities were distributed.</p>
<p><i>Provided <b>training to management level personnel</b> on methods of ensuring equal employment opportunity and prevent discrimination.</i></p>	<p>Public Radio Development and Marketing Conference, July 2018 The Director of Membership and Director of Sales attended this conference including sessions on diversity, training and recruitment.</p>
<p><i>Ongoing in <b>scholarship programs</b> designed to assist students interested in pursuing a career in broadcasting.</i></p>	<p>WTMD has a named scholarship for Electronic Media and Film Students at Towson University. This scholarship provides approximately \$500 per year when funds are available per University criteria to a student selected by the EMF faculty at Towson University.</p>
<p><i>Ongoing <b>internship program</b> designed to assist members of the community to acquire skills needed for broadcast employment.</i></p>	<p>WTMD accepts interns from a variety of educational backgrounds. Students are solicited from Towson University and other academic institutions. This year 10 students participated in the program. Internships focus on programming and include running the board for special events, logging music and other events, voicing and scheduling for HD2 channel, marketing the station at promotional events, and other areas of real-life experience. Business Interns focus on membership development and underwriting sales.</p>
<p><i>Community Outreach, July-Oct 2018 and May-June 2019</i></p>	<p>WTMD Director of Membership and Director of Finance and Administration provided employment information at First Thursday Concerts, an event series the station produces. Information about current opening and employment procedures were available. Interested individuals met with station management staff about careers in broadcasting.</p>
<p><i>Participated in at least 4 <b>events</b> sponsored by organizations representing groups present in the community interested in broadcast employment issues, including conventions, career days, workshops, and similar activities.</i></p>	<p>Community Outreach, September 2018, Director of Sales and Underwriting and Corporate Support staff participated in the Baltimore Broadcasters Ascertainment Day to collect community needs information and provide the opportunity to learn more about WTMD employment opportunities.</p>

## Community Group Requests to receive our position openings

During the reporting period, WTMD received a request from The National Association of Black Accountants Career Center for accounting openings.