



**OREGON PUBLIC BROADCASTING
ANNUAL EEO REPORT**

For the period commencing October 1, 2011 and ending September 30, 2012

This report lists **all full-time vacancies** that were filled during the reporting period for KOAB-FM/Bend, KOAC-FM/Astoria, KOPB-AM/Eugene, KOGL-FM/ Gleneden Beach, KOTD-FM/The Dalles, KRBM-FM/Pendleton, KOPB-FM/Portland, KOAC-TV/Corvallis, KOAB-TV/Bend, KTVR-TV/LaGrande, KEPB-TV/ Eugene, KTMK-FM/Tillamook, KOPB-TV/Portland. Oregon Public Broadcasting also has employees who work at noncommercial educational Station KMHD(FM), Gresham Oregon, under an Operating Agreement with the licensee of that station that took effect as of July 1, 2009, and hires for that station by OPB are also included.

FULL TIME VACANCIES: (all full time vacancies are located in Portland, OR unless noted)

Job Title	Total Interviewed for the Position	Recruitment Sources / Total Number Referred by Recruitment Source	Recruitment Source that Referred the Person Hired
Promotions Producer 11/21/2011	4	<ul style="list-style-type: none"> • OPB Website • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist - Portland (1) • PDX Mindshare • Mediamatch.com • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • OPB Employee Facebook 	Regional Arts & Culture Council

		<ul style="list-style-type: none"> • OPB Employee LinkedIn • Regional Arts & Culture Council (RACC) (2) • OPB Employee (1) 	
IT Director 12/12/2011	13	<ul style="list-style-type: none"> • OPB Website (4) • OPB All Staff email (1) • OPB Staff Lounge • OPB Twitter (1) • Local AA and Prong 2 Organizations • Craigslist – Portland (2) • Mercury (online) • Willamette Week (online) • Community Nonprofit Resource Group (CNRG) • Idealist.org • Current • Networks and Systems Professional Assoc. (NaSPA) • Dice (3) • Institute of Electrical and Electronics Engineers (IEEE) Computer Society • Society of Broadcast Engineers (SBE) • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • OPB Employee Facebook • OPB Employee LinkedIn • OPB Employee Reddit • Oregon Association of Broadcasters (OAB) • Colleague (1) • Unknown source (1) 	OPB Website

<p>Time Team Production Manager</p> <p>1/17/2012</p>	<p>5</p>	<ul style="list-style-type: none"> • OPB Website (3) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist – Portland • Current • Corporation for Public Broadcasting (CPB) (1) • Entertainment Careers • Latino Public Broadcasting • Black Public Media • Native American Public Communications • Native Public Media • Pacific Islanders in Communications • Oregon Media Production Association (OMPA) • Bay Area Video Coalition • Women in Film Video Chapter – New England • Women in Film Video Chapter – Portland • Women in Film Video Chapter – Bay Area • Northwest Film Center • Regional Arts and Culture Council (RACC) • Production Hub • Portland Mercury • Willamette Week • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • OPB Employee LinkedIn 	<p>OPB Employee</p>
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		<ul style="list-style-type: none"> • OPB Employee Twitter • OPB Employee Facebook • OPB Employee (1) 	
<p>Time Team Field School Director</p> <p>2/1/2012</p>	6	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email • OPB Staff Lounge • OPB Twitter • Local AA and Prong 2 Organizations • Craigslist – Portland • Community Nonprofit Resource Group (CNRG) • Idealist.org • eCultural Resources • Association for Experiential Education • Nat'l Outdoor Leadership School (NOLS) Alumni Job Listing • Oregon Science Teachers Association • Action Without Borders • Nat'l Oceanic Atmospheric Association (NOAA) Teacher at Sea alumni • Polar Trec Teachers and Researchers Exploring and Collaborating • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • Lewis and Clark College • George Fox University • Pacific University • Archaeological Institute of America (AIA) 	<p>Time Team America Principal Investigator Referral (1)</p>

		<ul style="list-style-type: none"> • Job Target • Colleague referral (2) • Time Team America Principal Investigator Referral (1) • OPB Employee Facebook • OPB Employee LinkedIn • OPB Employee Twitter • OPB Employee (1) 	
Time Team Producer 2/1/2012	6	<ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email (2) • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist – Portland • Current • Corporation for Public Broadcasting (CPB) • Entertainment Careers • Latino Public Broadcasting (1) • Black Public Media • Native American Public Communications • Native Public Media • Pacific Islanders in Communications • Oregon Media Production Association (OMPA) • Bay Area Video Coalition (1) • Women in Film Video Chapter – New England • Women in Film Video Chapter – Portland • Women in Film Video Chapter – Bay Area • Northwest Film Center • Regional Arts and Culture Council (RACC) • Production Hub • Portland Mercury • Willamette Week • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center 	OPB Employee

		<p>Southern Oregon Univ. (SOU) Career Counseling Center</p> <ul style="list-style-type: none"> • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • OPB Employee Facebook • OPB Employee Twitter • OPB Employee LinkedIn • OPB Employee Reddit • Producer's Workshop • Public Broadcasting Service (PBS) Jobs Website (1) 	
<p>Digital Asset Manager</p> <p>2/10/2012</p>	6	<ul style="list-style-type: none"> • OPB Website (3) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • Craigslist - Portland • Oregon Media Production Association (OMPA) • Willamette Week • Portland Mercury • Latino Public Broadcasting • Black Public Media • Native American Public Communications • Native Public Media • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling 	OPB Employee

		<ul style="list-style-type: none"> • OPB Employee (3) • OPB Employee LinkedIn 	
<p>Helpdesk Specialist</p> <p>4/23/2012</p>	5	<ul style="list-style-type: none"> • OPB Website (1) • OPB All Staff email • OPB Staff Lounge • OPB Twitter • Local AA and Prong 2 Organizations • Craigslist – Portland (1) • Community Nonprofit Resource Group (CNRG) • OPB Employee (2) • OPB Employee Reddit (1) • OPB Employee Twitter • OPB Employee LinkedIn 	OPB Website
<p>Corporate Support Associate</p> <p>7/16/2012</p>	7	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter • OPB LinkedIn • Craigslist - Portland • Community Nonprofit Resource Group (CNRG) (3) • Idealist.org • Willamette Valley Development Officers (WVDO) • Institute for Nonprofit Management listserv • University of Oregon (U of O) Career Counseling Center (1) • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Newhouse Communications School @ Syracuse 	OPB Employee

		University <ul style="list-style-type: none"> • OPB Employee LinkedIn • OPB Employee Twitter • OPB Employee (1) 	
Member Center Representative 9/17/2012	5	<ul style="list-style-type: none"> • OPB Website (2) • OPB All Staff email • OPB Staff Lounge • Local AA and Prong 2 Organizations • OPB Twitter (1) • OPB LinkedIn • Craigslist – Portland • Nonprofit Association of Oregon Job Board • Community Nonprofit Resource Group (CNRG) • Idealist (1) • Willamette Valley Development Officers (WVDO) • PBS Connect (Public Broadcasting Service) • National Public Radio (NPR) jobs • University of Oregon (U of O) Career Counseling Center • Portland State Univ. (PSU) Career Counseling Center • Oregon State Univ. (OSU) Career Counseling Center • Southern Oregon Univ. (SOU) Career Counseling Center • Western Oregon Univ. (WOU) Career Counseling Center • Eastern Oregon Univ. (EOU) Career Counseling Center • Oregon Institute of Technology (OIT) Career Counseling • OPB Employee LinkedIn • OPB Employee Reddit • OPB Employee Twitter • Unknown source (1) 	OPB Website
Web Developer 9/18/2012	3	<ul style="list-style-type: none"> • OPB Website • OPB All Staff email (1) • OPB Staff Lounge • Local AA and Prong 2 Organizations 	OPB All Staff email

		<ul style="list-style-type: none">• OPB Twitter• OPB LinkedIn• Craigslist – Portland (1)• University of Oregon (U of O) Career Counseling Center• Portland State Univ. (PSU) Career Counseling Center• Oregon State Univ. (OSU) Career Counseling Center• Southern Oregon Univ. (SOU) Career Counseling Center• Western Oregon Univ. (WOU) Career Counseling Center• Eastern Oregon Univ. (EOU) Career Counseling Center• Oregon Institute of Technology (OIT) Career Counseling• OPB Employee Reddit• OPB Employee Twitter• OPB Employee LinkedIn• OPB Employee (1)	
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RESOURCE AGENCIES

On our website (www.opb.org/insideopb/careers/jobs), we provide an opportunity for organizations to be added to our job opening mailing list. Those that have requested this notification are marked with the symbol *.

Resource	Contact	Contact Information
Actions Without Borders		http://www.wecaretoo.com/Organizations/NY/awb.html
* Affiliated Tribes of Northwest Indians	Charlie	atni@spiritone.com
Archaeological Institute of America (AIA)		http://www.archaeological.org/
* Asian Health and Service Center	Christine Lau	3430 SE Powell, Portland, OR 97202
Association for Experiential Education		http://www.aee.org/
Bay Area Video Coalition		http://www.bavc.org/
Black Public Media		http://blackpublicmedia.org/
Community Nonprofit Resource Group (CNRG)		http://www.cnrg-portland.org/
Corporation for Public Broadcasting (CPB)		401 Ninth Street, NW, Washington DC 20004-2129 www.cpb.org
Craigslist - Portland		portland.craigslist.org
Current	Kathleen Unwin	1612 K St NW, Suite 704, Washington DC 20006
* Dept. of Human Services Self Sufficiency section	Heather Martiniez	heather.l.martinez@state.or.us
Dice		www.dice.com
eCultural Resources		http://www.eculturalresources.com/
Entertainment Careers		entertainmentcareers.com
Eastern Oregon Univ. (EOU) Career Counseling Center		http://www.eou.edu/career/employerspg.htm
Facebook		www.facebook.com
George Fox University		http://www.georgefox.edu/offices/career_services/index.html
* Goodwill Job Connection		gvanallen.gicw.org
* Hispanic Metropolitan Chamber of Commerce		333 SW 5 th Avenue, Suite 100, Portland, OR 97204, 503-222-0280, hmccoregon.com
Idealist		idealist.org
Institute of Electrical and Electronics Engineers (IEEE) Computer Society		http://careers.ieee.org/employer/resources.php
Institute Nonprofit Management at Portland State University	Sharon Hasenjaeger	http://www.inpm.pdx.edu/

Job Target		http://www.jobtarget.com/corp/
* Klamath Tribal Health	Laurel Robinson	3949 S. Sixth Street, Klamath Falls, OR 97603, larobinson@klm.portland.ihs.gov
* Klamath Tribes Newsletter	Sally Brandt	P.O. Box 436, Chiloquin, OR 97624 Taylor.david@klamathtribes.com
Latino Public Broadcasting		http://www.lpbp.org/
Lewis and Clark College		http://law.lclark.edu/offices/career_services/jobs/
Linkedin		www.linkedin.com
* Marylhurst University		lbrown@marylhurst.edu
* Marys Woods Retirement Community	L. Nevius	LNevious@maryswoods.com
Media Match		www.media-match.com/usa/jobsboard.ph
* Mt. Hood Community College		mhcareer@mhcc.edu
* Multnomah University		careerservices@multnomah.edu
Networks and Systems Professional Assoc. (NaSPA)		http://www.naspa.org/career/default.cfm
Nat'l Outdoor Leadership School (NOLS) Alumni job listing		http://www.nols.edu/alumni/employment/
Native American Public Communications		http://www.nativetelecom.org/
Native Public Media		http://www.nativepublicmedia.org/
Newhouse Communications School @ Syracuse University		http://newhouse.syr.edu/Career_Development_Center/index.cfm
Nat'l Oceanic and Atmospheric Assoc. (NOAA) Teacher at Sea alumni		http://teacheratsea.noaa.gov/
Nonprofit Association of Oregon job board		http://www.nonprofitoregon.org/member_benefits/job_board
Northwest Film Center		http://www.nwfilm.org/
National Public Radio (NPR) jobs		http://www.npr.org/about/careers/
Oregon Institute of Technology (OIT) Career Counseling Center		http://www.oit.edu/current-students/career-services
OPB Twitter		www.twitter.com
* Oregon Advocacy Commission's Office (OACO)		OACO.mail@das.state.or.us
Oregon Assn of Broadcasters (OAB)		www.theoab.org , Send emails to oab@theoab.org
* Oregon Commission on Black Affairs (OCBA)	Everett Rice	Ocba!qwest.net
Oregon Media Production Association (OMPA)		ompa.org , send emails to info@ompa.org
Oregon Science Teachers Association		http://www.oregonscience.org/

Oregon State Univ. (OSU) Career Counseling Center		http://oregonstate.edu/career/employers
Pacific Islanders in Communications		http://www.piccom.org/
PBS Connect – Public Broadcasting Service		www.connect.pbs.org
PBS Jobs Website – Public Broadcasting Service		http://www.pbs.org/about/careers/job-openings/
PDX Mindshare		http://pdxmindshare.com/
Polar Trec Teachers and Researchers Exploring and Collaborating		http://www.polartrec.com/
* Portland Community College (PCC)		http://www.pcc.edu/
Portland Mercury News		mercuryclassifieds@portlandmercury.com
Producers Workshop		http://producerworkshop.pbs.org
Production Hub		productionhub.com
Portland State Univ. (PSU) Career Counseling Center		http://www.pdx.edu/careers/
Regional Arts Culture Council (RACC)		http://www.racc.org/resources/jobs
Reddit.com		Reddit.com
* Rehabilitation Consultants	Lynne Paulsee	lynne@paulsee.com
Society of Broadcast Engineers (SBE)		www.sbe.org
Southern Oregon Univ. (SOU) Career Counseling Center		http://www.sou.edu/careers/
University of Oregon Career (U of O) Counseling Center		http://career.uoregon.edu/primary-links/programs/career-counseling
* University of Oregon		bmorrill@uoregon.edu
* Urban League of Portland		10 N. Russell, Portland, OR 97227
* Willamette University		mba-jobs@willamette.edu
Willamette Valley Development Officers (WVDO)	Sharon Wood	619 SW 11 th Avenue, Suite 1121, Portland, OR 97205 www.wvdo.org
Willamette Week		Portland.wweek.com , support@backpage.com
Women in Film Video Chapter - Portland		http://www.wif-pdx.org/
Women in Film Video Chapter – New England		http://womeninfilmmvideo.org/
Women in Film Video Chapter –Bay Area		http://bawifm.org/board
Western Oregon University (WOU) Career Counseling Center		http://www.wou.edu/admin/hr/job_openings.php

SUPPLEMENTAL OUTREACH ACTIVITIES:

Participation in four job fairs by station personnel with hiring responsibilities.

OPB staffed a booth at the Unity Convention's Career Expo, talking with students, potential interns and people seeking employment. Unity is the largest gathering of journalists nationally and is comprised of four national associations: Asian American Journalists Association, National Lesbian and Gay Journalists Association, National Association of Hispanic Journalists, and the Native American Journalists Association. The OPB staff at Unity included the VP of News and Public Affairs, the Executive Producer of Oregon Art Beat, the Director of Human and Volunteer Resources and the Senior Manager of Community Engagement for Earthfix.

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

OPB's internships are updated and enhanced annually (see more information in the internships descriptions). During this period, OPB added another internship opportunity with our online news team. In addition to the [twenty unpaid internship opportunities](#) throughout the organization, OPB offers three internships with stipends and one paid internship.

OPB offers the [Jon R. Tuttle Journalism and Production Minority Internship](#). This minority internship is intended to increase participation of racial and/or ethnic minorities, as defined by the U.S. Equal Employment Opportunity Commission (EEOC), who are traditionally underrepresented within public broadcasting. The Tuttle Internship is a summer internship with a stipend in telecommunications and broadcast journalism that enables an outstanding college or university student to spend the summer studying the field full time in a hands-on environment. A number of OPB senior executives actively participate in the reviewing and selection of the Tuttle intern.

OPB also offers two [Maynard E. Orme Internships](#) with stipends. These internships were established in honor of Maynard Orme's (former OPB President and CEO) considerable contributions to OPB to encourage students to cultivate skills in the development and production of high-quality news and public affairs programming. OPB's Vice President of News actively participates in the review and selection of the Orme interns.

OPB established a paid internship in partnership with the Charles Snowden Foundation through their [Charles Snowden Program for Excellence in Journalism](#). OPB joined other Oregon college educators and Northwest news media organizations to give accomplished students professional training in community journalism through 10-week summer internships. OPB was the first non-print media organization in Oregon to join this program. OPB began to offer this internship in the summer of 2012.

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

OPB is excited that we were able to be a part of G2CS (Girls Gather for Computer Science) again this year. This is a multifaceted project which includes a four-week long computer science summer camp for 7th and 8th grade girls with original curriculum, a mentoring program, a multi-media approach and interactive web site, as well as a 10-year commitment to the students involved. The camp will run for three years and systematic follow-on activities within electronic environments will create an ongoing community of students, their families, mentors and teachers as well as partners. The focus in this particular project is on overcoming the lack of young women in computer science. For this project, OPB served as a “field trip” site for this year’s computer science summer camp so campers could learn more about women in science and technology fields. One of OPB’s web developers was featured in a video for the project profiling women in computer science fields and OPB’s Managing Editor of www.opb.org is on the advisory committee for G2CS.

OPB staff, including senior staff, continue participating in class events at University of Oregon in a number of areas, including the Journalism School, speaking to students, reviewing and critiquing student projects (some student projects air on OPB TV programs (*Oregon Lens*), as interstitial elements, or on our websites such as Earthfix’s topic page.), etc.

OPB’s Online Journalist based in Medford at SOPTV taught a class at the College of the Siskiyous in Northern California on multimedia journalism.

OPB’s local production team participated in a panel discussion about researching for documentaries at Oregon State University’s archiving class. This was followed by a meeting with a smaller class of students to discuss and review their video projects.

Listing of upper-level category openings in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.

During this period, OPB recruited for several high level positions, including the IT Director, Time Team Production Manager, Time Team Field School Director and Time Team Producer. Most of these positions were the result of the filming of the second season of Time Team America. For these positions we cast a wide net, using sources such as the Society of Broadcast Engineers (SBE), Oregon Association of Broadcasters (OAB), Dice, Institute of Electrical and Electronics Engineers (IEEE), Latino Public Broadcasting, Black Public Media, Native American Public Communications, Native Public Media, Pacific Islanders in Communications, Oregon Media Production Association (OMPA), Women in Film Video Chapters (New England, Portland and the Bay Area), and the Regional Arts and Culture Council (RACC), in addition to our regular Prong 2 and Local AA postings. These sources’ membership includes substantial participation of women and minorities locally and nationally.

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

Human Resources has in-depth conversations, training search committee members prior to interviews regarding appropriate interviewing styles. Human Resource professionals are also present, and participate, with all interviews.

Human Resources provides consultative support to all staff, including management, regarding affirmative action, continuing our commitment to ensure equal employment opportunity and preventing discrimination.

Participation in activities, other than the fifteen listed options.

OPB staff speak frequently to high school and/or college students about careers in public broadcasting.

OPB's Vice President of News has had several informational interviews at OPB with recent journalism graduates and with attendees from the Unity Convention who asked for a one-on-one conversation and with professionals exploring career change opportunities.

OPB has renewed our voluntary EEO certification with the City of Portland, Oregon, which confirms our commitment that OPB does not discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identify, or source of income; and that OPB takes steps to ensure equal opportunity in all aspects of employment, including but not limited to: hiring, promotion, transfer, advertising, layoff, termination, rates of pay, training, or terms and conditions of employment.

OPB's Tour Program has regular tours held for groups and individuals, providing information regarding radio and television broadcasting, at their request.

OPB's Open House is held at least annually, opening television and radio studios, providing information about OPB to all who wish to come. Includes opportunities to talk to a variety of staff about careers in broadcasting.

PRONG 2 ORGANIZATIONS — Noted in the resource list with an *

Affiliated Tribe of Northwest Indians
Asian Health and Services Center
Dept. of Human Services Self Sufficiency section
Hispanic Metropolitan Chamber of Commerce
Goodwill Job Connection
Klamath Tribal Health
Klamath Tribes Newsletter
Marylhurst University
Marys Woods Retirement Community at Marylhurst

Mount Hood Community College
Multnomah University
Oregon Advocacy Commission Office (OACO)
Oregon Commission on Black Affairs (OCBA)
Portland Community College
Rehabilitation Consultants
University of Oregon
Urban League of Portland
Willamette University

LOCAL AFFIRMATIVE ACTION:

Affiliated Tribes of Northwest
Indians
Regional Office 1827 NE 44th
Ave., # 130
Portland, Oregon 97213-1443
Phone: (503) 249-5770
atntribes.org/

Hispanic Metro Chamber of
Commerce
333 SW 5th Avenue, Suite 100
Portland, OR 97204
503.222.0280
hmccoregon.com

National Society of Black
Engineers – PSU Chapter
nesbe@pdx.edu
nsbe.pdx.edu

Urban League of Portland
10 Russell
Portland, OR 97227
Phone: (503) 280-2600
info@ulpdx.org

Asian American Journalists
Association – Portland Chapter
<http://aaja.wordpress.com/>

Klamath Tribal Health
Laurel Robinson
3949 S. Sixth Street
Klamath Falls, OR 97603-4746
larobinson@klm.portland.ihs.gov
Phone: (541)882-1487

NW Portland Area Indian Health
Board
2121 SW Broadway, Suite 300
Portland, Oregon 97201
Phone: (503) 228-4185
npaihb.org

Women in Film – Portland
1526 NE Alberta Street, #301
Portland, OR 97211
www.whatsupwif@wif-pdx.com
503-729-1142

Asian Health and Service Center
Christine Lau
3430 SE Powell Blvd
Portland, OR 97202
info@ahscpdx.org
Phone: (503)872-8822

The Klamath Tribes Newsletter
Attn: Sally Brandt
P.O. Box 436
Chiloquin, OR 97624
Brandt,sally@klamathtribes.com

Oregon Advocacy Commission
3218 Pringle Rd. SE Suite 270
Salem, OR 97302
OACO.mail@das.state.or.us

Oregon Commission on Black
Affairs
Everette L. Rice Commissioner
Everett.l.rice@state.or.us
ocba@qwest.net
Phone (971) 673-1286

Goodwill Job Connection
Gary Vanallen
gvanallen@gicw.org

NATIONAL AFFIRMATIVE ACTION:

Asian American Journalists Association
1182 Market Street, Suite 320
San Francisco, CA 94102
post@aja.org

Black Public Media
68 East 131st Street, 7th Floor
Harlem, NY 10037
<http://blackpublicmedia.org>

Corporation for Public Broadcasting
401 Ninth Street, NW
Washington, DC 20004
www.cpb.org/jobline

Latino Public Broadcasting
2550 N. Hollywood Way, Suite 301
Burbank, CA 91505
818-847-9656
<http://www.lpbp.org/>

Latino Public Radio consortium
P. O. Box 8862
Denver, Co, 80201-8862
303-877-4251
<http://www.latinopublicradioconsortium.org/>

National Association of Black Journalists
3100 Taliaferro Hall
University of Maryland
College Park, MD 20742-7717
www.nabj.org

National Association of Broadcasters
1771 "N" Street, NW
Washington, DC 20036
www.nab.org/bcc

National Association of Hispanic Journalists
Job Bank
1000 National Press Building
Washington, DC 20045
www.jobbank@nahj.org

National Association of Multicultural Media
Executives
7950 Jones Brand Drive
McClean, VA 22107
[Namme.org](http://www.Namme.org)

National Black Programming Consortium
<http://blackpublicmedia.org/>

National Hispanic Media Coalition
<http://www.nhmc.org/>

National Gay and Lesbian Journalists
1420 K Street NW, Suite 910
Washington, DC 20005
www.nlgja.org

Native American Journalists Assn
University of S. Dakota
414 E. Clark St.
Vermillion, SD 57069
www.naja.com

Native American Public Communications
1800 N. 33rd Street
Lincoln, NE 68503
402-472-3522
native@unl.edu

Native Public Media
PO Box 3955
Flagstaff, AZ 86003
928-853-4562
info@nativepuboicmedia.org

Pacific Islanders in Communications
1221 Kapiolani Blvd. Suite 6A-4
Honolulu, HI 96814
808-591-0059
[Piccom.org](http://www.Piccom.org)

Society of Broadcast Engineers (SBE)
www.sbe.org

South Asia Journalists Association
sajajobs@gmail.com
www.saja.org

Women in Film – Bay Area
www.bawif.org
414-273-9820
Info@bawifm.org

Women in Film – New England
516 E 2nd Street #26
South Boston, MA 02127
www.womeninfilomvideo.org
617-871-9667

INTERNSHIP DESCRIPTIONS:

Production: Local/National Television

This internship involves the production of long-form television documentaries. Duties may include extensive library research, phone interviews, making set-up calls, dubbing, logging and transcribing tapes or XD Cam disks, keeping a file of written releases from interviewees, researching film rights, shipping tapes/disks/drives, and sitting in on shoots, editing and post production. Strong writing, interviewing, research and word processing skills are necessary. Basic knowledge of TV production and web-based research helpful.

Production: Project Development, National Television Productions

This internship involves the creation, research, development, and writing of proposals for documentary one-offs and series, web sites, and educational productions. Duties may include Internet and library research, phone interviews, brainstorming with project team, writing first drafts of proposals, reviewing the work of documentary filmmakers, and administrative tasks. This group does not engage in video production activities.

Production: *Oregon Art Beat* and *Oregon Field Guide*

Assist in the production of local programs on the arts and outdoors. Qualified interns may have the opportunity to produce, or assist in producing, a program segment. Intern must possess strong organizational and writing skills. Duties may include transcribing interviews; providing written description of video; dubbing tapes; writing promos; updating data bases, promotional materials and website; and working in the field on a limited basis (may require carrying equipment); organizing show materials, maintaining data base, and working in new media and/or social media.. Interns will have opportunities to observe story editing and posting.

Production: *Oregon Lens*

Assist in the production of a local series designed to showcase the work of independent producers. Qualified interns will have the opportunity to help set up a creative environment to foster better working relationships between OPB and the independent producer community. Intern must possess strong organizational and writing skills. Duties may include working with a database of potential producers, production companies and schools where video production is taught. Other responsibilities may include tasks such as dubbing tapes, writing promos and promotional materials, helping with the production's website, and working in the field on a limited basis (may require carrying equipment). This is a very creative opportunity to the intern interested in all aspects of video production.

News

This internship involves assisting with reporting and production of OPB's daily news product. Duties include performing background research, assisting radio or online reporters in the field, conducting interviews, using digital audio editing and other multi-media equipment, and writing stories for broadcast or online use. Extensive course work in broadcast journalism is necessary. A typical weekly time commitment is 12 hours.

OPBnews Web Intern (new this year)

Working closely with OPB radio, Web interns will write copy, create Web pages, make slideshows, audio, video, maps and other interactive elements for the news.opb.org website. They may also contribute content to social media sites. Familiarity with AP style, Web writing and multi-media tools preferred. Students must have understanding of breaking news and basic journalism principles. They must be able to work independently and with others. Coursework either in graphic arts and or journalism (or both) a plus.

Radio: *Think Out Loud*

This internship involves assisting with the daily production of OPB Radio's daily current affairs talk show, *Think Out Loud*. Duties include greeting guests, helping with last minute prep for the show, screening calls, managing the contact database, preparing background research, pre-interviewing potential guests, writing blog posts, doing show outreach, pitching show ideas and, potentially, producing entire programs. Experience in broadcast journalism, or a related field, is necessary. Ability to imagine and create multimedia elements highly recommended. A typical weekly time commitment is 32+ hours/week.

Production: KMHD Jazz Radio

This internship involves the creation, development, and writing of on-air material for KMHD promotions, interviews, shows and creative materials. Duties may include board operation, audio production, writing, spot production, and interview editing.

KMHD Jazz Radio

This internship involves assisting with daily duties at KMHD 89.1 FM. Tasks and learning experiences will include: music library maintenance, on-air host support, board operations for syndicated programs, clerical tasks, preparing materials for promotion, fund-drive assistance and more.

Educational Media

This internship provides opportunities to support the creation of web-based, multi-platform (video, print, web) content for teachers and students. Support encompasses pre-production research, creation of animations and other web-based content, organizing film locations and securing releases, on site filming support, and post-production editing. Strong written and oral communication skills and familiarity with some or all of the following is a plus: Word, HTML, HTML5, Photoshop, Illustrator, AfterEffects, Filemaker, Final Cut.. To see examples of Educational Media projects please view the following: www.learner.org/courses/mathilluminated/ and www.g2cs.org/

Volunteer Management

This internship is in the Volunteer Resources area of the Human Resources and Administration department. Volunteer Resources is responsible for overseeing the involvement of all unpaid staff (about 2,000 volunteers, interns and work experience students). As a result, an internship would be specifically developed based on an accepted student's skills, background and interests. An internship would involve at least one of the following:

- Research (particularly in civic engagement and other issues related to engaging the community in an organization)
- Training and development
- Program development, management, and/or evaluation

An intern will leave their experience at OPB having furthered their skills in at least one of these areas with the additional benefit of having made an impact on the organization and the community.

Graphics

Work with an energetic creative team to conceive, design, and create graphics to support radio programs, TV programs, web and other institutional needs. The intern should have a strong knowledge of design and production processes, typography, and proficiency with MAC software such as Adobe Photoshop, Illustrator and InDesign.

On Air Design/ Marketing

Do you love television and visual media? Would you like to help develop the look and feel of OPB TV? This internship involves working with a team to develop on-air elements to support OPB's branding and marketing efforts. This internship may also include work on other projects based on specific program needs and the skills of the intern applicant. Knowledge of market demographics and a strong aesthetic sense are essential! Basic knowledge of mass communications and good verbal and written skills required. Knowledge of TV production and promotion helpful. Computer literacy a must. Ability to juggle several projects at one time, work independently and lots of energy and enthusiasm are helpful!

Fund Raising: Donor and Business Development

Work with Planned Giving and Leadership Gifts Departments in stewardship and cultivation activities including producing weekly e-newsletter to donors, station tour events, acknowledgments and thank you calls. Assist in identifying and researching potential foundation, corporate and individual prospective donors. Assist in the development and implementation of cultivation and stewardship programs. Learn about all aspects of managing a development program from direct mail solicitation to donor recognition. Assist with production of special events as needed. Intern must be computer literate, familiar with Microsoft Word, Excel and Access, and a quick learner.

Multimedia Journalism (new this year)

Interns will assist with, research and develop cross-platform stories in areas that may include arts, culture, lifestyle, news and more. Projects may involve creating online audio and video, blogs, articles, photos, slideshows and/or performing background research and assisting producers and reporters in the field. Interns may also research and develop content and promotional plans for social media.

Preferred skills include strong oral and written communication, familiarity with social media platforms, experience with text editors and content management systems, ability to shoot and edit basic video, familiarity with audio and video editing programs, and familiarity with graphic applications such as Photoshop.

Web Development

Interns will assist with developing and maintaining web applications, working on projects collaborating with the New Media team or other departments at OPB or KMHD. Preferred skills include knowledge of HTML, CSS, Javascript, scripting languages such PHP and/or python, and databases. May include work with web APIs, cloud services, and mobile applications.

OPB Music

This internship involves production assistance with opbmusic studio sessions, web content and the 24/7 music channel. Duties may include assisting with video production, audio production, writing for and producing media for the website, organizing the music library, promotion and assisting at events. Experience with music or video production preferred. Experience with broadcast systems, voice work, photography, music reviews or writing is helpful.