

EEO PUBLIC FILE REPORT

This Report covers full-time vacancy recruitment data for the period of June 1st, 2017-May 31st 2018. Placed in the public file, June 1, 2018.

- 1) Employment name & Location: Charlottesville, Virginia. Stu-Comm Incorporated.
- 2) Call sign and community licenses: WNRN, Charlottesville
- 3) EEO Contact Information:

Mailing address: 2250 Old Ivy Road, Suite 2 Charlottesville, VA 22903  
 Telephone number: 434-971-4096  
 Contact Person: Anne Williams  
 Email Address: [awilliams@wnrn.org](mailto:awilliams@wnrn.org)

- 4) Full-time job vacancies filled in time period covered by report:

**Section 1: Full time job openings filled during this period:**

June 22, 2017 – July 7, 2017

<u>Job Title</u>	<u>Recruitment Source</u>	<u>Referring Hire</u>
Underwriting Sales Associate	Linked In	

Total number of people interviewed for this position:7

June 22, 2017 – July 7, 2017

<u>Job Title</u>	<u>Recruitment Source</u>	<u>Referring Hire</u>
Director of Engineering and IT	wnrn.org	

Total number of people interviewed for this position:1

February 12, 2018 – February 21, 2018

<u>Job Title</u>	<u>Recruitment Source</u>	<u>Referring Hire</u>
Member Services Coordinator	wnrn.org	

Total number of people interviewed for this position:3

February 12, 2018 – February 21, 2018

<u>Job Title</u>	<u>Recruitment Source</u>	<u>Referring Hire</u>
Producer of Digital and Audio Content	wnrn.org	

Total number of people interviewed for this position:3

**Section 2: Recruitment Sources**

June 2017 – May 2018

Recruitment source:	Total Number of Interviewees this source provided	Full time positions which this source was utilized
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1.	Internal posting at WNRN/wnrn.org	2	Underwriting Associate
		1	Member Services
		1	Chief Engineer
		1	Audio/Digital Content
2.	The CNE (Center for Non-Profit Excellence), 1701-A Allied Street	0	Underwriting Associate

	Charlottesville, VA 22903 434-244-3330 <i>main</i> staff@thecne.org thecne.org	0 0 0	Underwriting Associate Member Services Audio/Digital Content
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3.	C-Ville Weekly Newspaper PO Box 119 Charlottesville, VA 22902 <a href="mailto:classifieds@c-ville.com">classifieds@c-ville.com</a> 434.817.2749	0 0 0 1	Underwriting Associate Account Services Chief Engineer Member Services Audio/Digital Content
4.	Herald-Progress 112 Thompson St, Ashland, VA 23005	0	Underwriting Associate Account Services
5.	Richmond Free Press P.O. BOX 27709 RICHMOND, VA 23261 804.644.0496	0	Underwriting Associate Account Services
6.	Greater Public website Greaterpublic.org 401 North 3rd Street, Suite 370 Minneapolis, MN 55401 1-888-454-2314	0 0	Underwriting Associate Account Services

7.	CPB Jobline <a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a> Corporation for Public Broadcasting 401 Ninth Street, NW Washington, DC 20004-2129 202-879-9600	1 1 1	Underwriting Associate Member Services Audio/Digital Producer
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8.	Virginia Association of Broadcasters <a href="http://www.vabonline.com">http://www.vabonline.com</a> 250 West Main Street • Suite 100 • Charlottesville, Virginia 22902 434-977-3716	0	Underwriting Associate Account Services
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9.	Craigslist Charlottesville listing San Francisco, CA <a href="mailto:legal@craigslist.org">legal@craigslist.org</a>	0	Underwriting Associate Account Services
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10	Indeed indeed.com 6433 Champion Grandview Way Building 1 Austin, TX 78750	1 1 0	Underwriting Associate Member Services Audio/Digital Producer
11	Lindsey's List/Facebook Lindsey's List is a forum for jobs and housing in Richmond, VA	2	Underwriting Associate
10	Linked In Sunnyvale, CA 1-650-687-3600	1	Underwriting Associate

### Section 3: Community Outreach Efforts

1) WNRN recruits and retains volunteers for on air shifts. The training of volunteers starts with voice tracking. This includes learning the contents and order of a break, and work towards a conversational style while going through the scripts and branding statements. Once well versed in voice tracking and has a command of break elements, volunteers are trained to do a on-air shift. All volunteers must understand the FCC requires of a transmitter operator. Volunteers are critiqued by the Volunteer Coordinator to improve their overall on-air performance.

2) On-going Internship Program for Area College and High School Students. This on-going semester internship program welcomes students from area universities, colleges and high schools who are motivated and excited about learning and contributing to community radio. Their internship is endorsed, supported and monitored by the sponsoring university or high school. Students receive course credit for their work with WNRN upon completion of each semester. WNRN offers internships for Spring, Summer and Fall Semesters. During this reporting period, WNRN has had six student interns, two over the summer, two for the Fall and two for Spring semesters. WNRN interns learn administrative and marketing skills. Interns also help manage our music database, winner database, help with creating facebook events, editing podcasts, and managing the WNRN website.

#### 3) Training Management Personnel

WNRN has an established management training program designed to enable station personnel to acquire skills that can qualify them for higher level positions. Station employees are encouraged to attend, and funding is provided to attend training conference and events hosted by non-commercial radio trade or music organizations.

General Manager	Music Conference, Philadelphia May 2018
Music Director	Music Conference, Philadelphia May 2018
Asst Manager	Music Conference, Philadelphia May 2018
Membership Director	Music Conference, Philadelphia May 2018
Asst Manager	Music Conference, Nashville, TN September 2017