

**Annual EEO Public File Report
Portland Station Employment Unit
(WMEA-FM)**

The purpose of this EEO Public File Report (“Report”) is to comply with Section 73.2080(c)(6) of the FCC’s EEO Rule. This report was prepared on behalf of the Station Employment Unit of WMEA-FM, and is required to be placed in the public inspection file of this station, and posted on its Web site, if it has a Web site.

The information contained in this Report covers the time period beginning December 1, 2020 to and including November 30, 2021 (the “Applicable Period”).

The FCC’s EEO Rule requires that this Report contain the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c) (I)(ii) of the new EEO Rules, which should be separately identified), identified by name, address, contact person and telephone number as available;
3. The recruitment source that referred the hiree for each full-time vacancy during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and, of those people who were interviewed, the number referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the initiatives undertaken pursuant to Section 73.208(c)(2) of the EEO Rule.

Attachments 1, 2 and 3, which follow have been designed, in the aggregate, to provide the required information. Please note that the numbers listed on Attachment 2 under the column entitled “Full-Time Positions for Which This Source was Utilized” refer to the number of the full-time job positions listed on Attachment 1.

For purposes of this Report, a vacancy was deemed “filled” not when the offer was extended but when the hiree accepted the job offer and reported to work. A person was deemed “interviewed” whether he or she was interviewed in person, video conference, over the telephone or by e-mail.

Attachment 1
EEO Public File Report
 Covering the Period 12/1/20 to 11/30/21
 Station(s) Comprising Station Employment Unit: **Portland**
(WMEA-FM)

Section 1: Vacancy Information

	Full-time Positions Filled by Job Title	Total Interviewed	Recruitment Source of Interviewees	Recruitment Source of Hired Employee
1	Announcer, Part-Time	10	H. Indeed (4) D. MP Careers Website (3) Q. Craigslist (2) RR. Other/None (1)	H. Indeed
2	Jazz Producer and Host	6	A. Internal Posting / Current Employee (1) B. Referral (2) D. MP Careers Website (2) H. Indeed (1)	D. MP Careers Website H. Indeed
3	Radio Operations Announcer/Producer	12	B. Referral (1) D. MP Careers Website (4) M. Corporation for Public Broadcasting (5) DD. Radio Television Digital News Association (1) L. JournalismJobs.com (1)	D. MP Careers Website M. Corporation for Public Broadcasting
4	On-Air Host and Producer	6	A. Internal Posting / Current Employee (1) B. Referral (1) D. MP Careers Website (2) L. JournalismJobs.com (1) K. The Portland Press Herald – Maine Sunday Telegram (1)	D. MP Careers Website
5	Report for America Corps Member	4	B. Referral (1) OO. Report for America Website (1) PP. Columbia University Graduate School of Journalism (1) V. Facebook (1)	OO. Report for America Website

6	Administrative Assistant	7	B. Referral (1) D. MP Careers Website (3) F. Maine Association of Nonprofits (1) H. Indeed (1) QQ. Instagram (1)	QQ. Instagram
7	Underwriting Sales Representative	7	B. Referral (1) C. Previous Applicant (1) E. Maine Public Radio (1) H. Indeed (2) M. Corporation for Public Broadcasting (1) RR. Other/None (1)	C. Previous Applicant

Total Number of Persons Interviewed During Applicable Period – 52

Please see Attachment 2 for additional information concerning recruitment sources used for these vacancies.

Attachment 2
EEO Public File Report
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Section 2: Master Recruitment Source List

	Recruitment Source Information	Total Number of Interviewees Provided by Source During This Period (if any)	Full-Time Positions For Which This Source Was Utilized
A	Internal Posting / Current Employee	2	1, 2, 3, 4, 6
B	Referral	7	2, 3, 4, 5, 6, 7
C	Previous Applicant	1	4, 7
D	Maine Public (MP) Careers Website Jaclyn Mandrake, HR Director 1450 Lisbon Street Lewiston, Maine 04240 (207) 330-4506 http://www.mainepublic.org/careers	14	1, 2, 3, 4, 6
E	Maine Public Radio WMEA-FM (90.1) and WMEH-FM (90.9) Susan Tran, Director of Content and Programming Operations (207) 370-3697 On-air announcements of position openings	1	7
F	Maine Association of Nonprofits Katie Manter, Membership Manager 565 Congress St., Ste 301 Portland, ME 04101 (207) 871-1885 https://www.nonprofitmaine.org/	1	2, 3, 6

G	<p>Google 1600 Amphitheatre Parkway Mountain View, CA 94043 (650) 253-0000 www.google.com</p>		
H	<p>Indeed, Inc. 6433 Champion Grandview Way Building 1 Austin, TX 78750 https://www.indeed.com/</p>	8	1, 2, 3, 4, 6, 7
I	<p>Paschal Murray, Executive Search Marketing Email Beau Cummings, Executive VP & Senior Search Consultant 1430 Commonwealth Drive, Suite 200 Wilmington, NC 28402 (760) 863-4512 https://www.paschalmurray.com/</p>		
J	<p>Paschal Murray, Executive Search Website Beau Cummings, Executive VP & Senior Search Consultant 1430 Commonwealth Drive Suite 200 Wilmington, NC 28403 (760) 863-4512 https://www.paschalmurray.com/</p>		
K	<p>The Portland Press Herald - Maine Sunday Telegram 295 Gannett Drive South Portland, Maine 04106 (207) 791-6650 https://www.pressherald.com/</p>	1	4
L	<p>JournalismJobs.com NewRoadsMedia.com LLC 72 Plaza Dr. Berkeley, CA 94705 (510) 508-7386 https://www.journalismjobs.com/</p>	2	3, 4

M	<p>Corporation for Public Broadcasting 401 9th Street, NW Washington, DC 20004-2129 (202) 879-9600 http://www.cpb.org/jobline</p>	6	3, 4, 7
N	<p>Association of Fundraising Professionals Northern New England Chapter 1465 Woodbury Avenue, #827 Portsmouth, NH 03801 Phone: (603) 319 - 4039 https://afp-nne.org/index.php</p>		
O	<p>Lewiston Sun Journal 104 Park Street Lewiston, Maine, U.S. (207) 784-3555 https://www.sunjournal.com/</p>		
P	<p>Glassdoor 1300 S El Camino Real, 400 San Mateo, CA 94402 (855) 315-4473 https://www.glassdoor.com/index.htm</p>		
Q	<p>Craigslist 1381 9th Ave. San Francisco, CA 94122 (415) 566-6394 https://maine.craigslist.org</p>	2	1, 2, 6
R	<p>Livingston Associates, LLC 7409 W. Fremont Avenue Littleton, CO 80128 Phone: (410) 243-1947 https://livingstonassociates.net/</p>		
S	<p><i>Current</i> – News for People in Public Media 6930 Carroll Ave, Suite 625 Takoma Park, MD 20912 (301) 270-7240 https://current.org/</p>		4

T	<p>Chronicle of Philanthropy 1255 23rd Street, N.W. Washington, D.C. 20037 (202) 466-1032 https://www.philanthropy.com/</p>		
U	<p>Society of Broadcast Engineers Inc. 9102 North Meridian Street, Suite 150 Indianapolis, IN 46260 (317) 846-9000 https://www.sbe.org/</p>		
V	<p>Facebook 1 Hacker Way Menlo Park, California 94025 (650) 853-1300 https://www.facebook.com/MainePublic/</p>	1	1, 2, 3, 4, 5, 6
W	<p>JobsinMaine.com Interactive Marketing Group, Inc. 304 Hancock St Ste 1B Bangor, ME, 04401-6573 Phone: (207) 990-4426 http://www.jobsinmaine.com</p>		1, 3
X	<p>National Alliance of State Broadcasters Associations Web Site Maine Association of Broadcasters 69 Sewall Street Augusta, ME 04330 207-623-3870 (800) 664-6221 (from 207 area code) https://www.mab.org/jobs-broadcasting-maine/</p>		1, 2
Y	<p>LinkedIn 1000 W. Maude Avenue Sunnyvale, CA 94085 https://www.linkedin.com/company/maine-public-broadcasting-network/jobs/</p>		1, 2, 3, 4

Z	<p>Diversity Hiring Coalition (DHC) Mandy Levine, Co-Chair PO Box 7324 Portland, ME 04112 (207) 317-2445 https://dhcmaine.com/</p>		2, 6
AA	<p>National Association of Black Journalists 1100 Knight Hall, Suite 3100 College Park, Maryland 20742 Phone: (301) 405-0248 https://www.nabj.org/</p>		
BB	<p>National Hispanic Media Coalition 5 South Grand Ave, Ste 200 Pasadena, CA 91105 Tel: (626) 792 6462 http://www.nhmc.org/jobs</p>		
CC	<p>Mediabistro 825 Eighth Avenue, 29th Floor New York, NY 10019 (800) 205-7792 https://www.mediabistro.com/jobs/</p>		
DD	<p>Radio Television Digital News Association The National Press Building 529 14th Street, NW, Suite 1240 Washington, D.C. 20045 (202) 221-4282 https://www.rtdna.org/</p>	1	3
EE	<p>Twitter 1355 Market St., Ste. 900 San Francisco, CA 94103 (415) 222-9670 https://twitter.com/MainePublic</p>		3, 6
FF	<p>Live + Work in Maine Katie Shorey, Director of Engagement katie@liveandworkinmaine.com https://liveandworkinmaine.com/</p>		2

GG	<p>Hispanics in Philanthropy 200 Pine Street, Suite 700 San Francisco, CA 94104 (415) 837-0427 https://www.cof.org/content/hispanics-philanthropy</p>		
HH	<p>African American Development Officers Network 4355J Suite #291 Cobb Parkway Atlanta, Ga 30339 (888) 646-8166 https://www.aadonetwork.com/</p>		
II	<p>Asian American/Pacific Islander in Philanthropy 1714 Franklin Street, Suite 386 Oakland, CA 94612 (510) 463-3155 https://aapip.org/</p>		
JJ	<p>Central Maine Community College 1250 Turner Street Auburn, Maine (207) 755-5100 https://www.cmcc.edu/life-after-cmcc/career-resources/</p>		
KK	<p>Southern Maine Community College, Career Services 2 Fort Road South Portland, Maine 04106-1698 (207) 741-5994 https://www.smccme.edu/business-community/offer-internships-jobs/</p>		
LL	<p>Bangor Daily News 1 Merchants Plaza PO Box 1329 Bangor, ME 04402 (207) 990-8000 http://jobs.bangordailynews.com/</p>		
M M	<p>University of Maine Career Center 5748 Memorial Union, Room 300 Orono, Maine 04469-5748 (207) 581-1359 https://umaine.edu/career/</p>		1, 3

NN	<p>Boston College Career Center 38 Commonwealth Avenue Chestnut Hill, MA 02467 (617) 552-3430 https://www.bc.edu/bc-web/offices/student-affairs/sites/careers.html</p>		3
OO	<p>Report for America Website The GroundTruth Project, Inc. 10 Guest Street, Boston, MA 02135. info@reportforamerica.org https://www.reportforamerica.org/</p>	1	5
PP	<p>Columbia University Graduate School of Journalism Furnald Hall, 2950 Broadway New York, NY 10027 (212) 854-4150 https://journalism.columbia.edu/</p>	1	5
QQ	<p>Instagram 1 Hacker Way Menlo Park, California 94025 (650) 853-1300 https://www.instagram.com/mainepublic/</p>	1	6
RR	<p>Other/None <i>Interviewee did not provide specific recruitment source.</i></p>	2	

Total Number of Persons Interviewed During Applicable Period - 52

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Section 3: Prong 3 Outreach Initiatives

**Establishment of an internship program to assist students
in acquiring skills needed for broadcast employment:**

In 2015, Maine Public (formerly known as Maine Public Broadcasting Network or MPBN) launched a full-time paid internship program for college or technical school students interested in careers in news, journalism, digital news, and/or technical and broadcasting fields in memory of Jim Dowe, former President and CEO of Maine Public who had a special interest in helping young people prepare for and build careers in public broadcasting.

Due to the COVID-19 pandemic in 2020, we made the difficult decision to cancel that year's internship program. However, in the summer of 2021, we were very pleased to be able to hold a modified internship program, adapted to meet the unique requirements of a pandemic.

This year, 37 college students from locations across the country applied for one Dowe Public Media Internship position. Through a rigorous vetting process, one college student was selected and hired for the 5-week summer internship period.

During the period of June 7, 2021, through July 9, 2021, the Dowe Intern reported directly to our Director of Digital, who supervised the curriculum and daily activities. The 2021 Dowe Intern worked a hybrid schedule of remote, field, and in-office work in compliance with federal and state CDC guidelines. Safety policies and protocols with increased protective measures have been implemented and Maine Public provides appropriate PPE including masks, gloves, cleaning supplies, and disinfectant wipes/hand sanitizer.

Our Dowe Intern worked collaboratively with employees and was mentored by the Deputy News Director, the Manager of Digital Media, and the Director of Media Production Service. The Intern also completed individual projects in the radio, news and public affairs, digital media, and television departments. The Dowe Intern was able to visit each of our three primary studio locations (Portland, Bangor, and Lewiston) around the state during the 5-week internship.

The Dowe Intern was actively involved in several digital presentations and on-air projects, including offering their suggestions to assist with and improve the process they were working on. This year, she produced several video shorts that were featured on our Web site and aired on Maine Public Television, including, "[‘Nowhere To Go’: Housing Is Increasingly Unaffordable In Maine's Southernmost County](#)" and "[‘Hot, Dry Weather Contributing To Maine's Awful Browntail Moth Outbreak.’](#)"

Even with the modified program, the Dowe Internship continues to set a high bar for the expectations for students participating in the program. Each year, we conduct an exit interview with the students to gather important feedback regarding their experiences with Maine Public and the Dowe Internship program.

More information about this opportunity, and profiles of all our interns, is available online: <https://www.mainepublic.org/jim-dowe-internship-fund>.

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

1. The Diversity Hiring Coalition, a professional membership group and list serve promoting diversity in the workplace. Its mission is to “provide leadership, connections, education, and resources to Maine employer to promote diversity in the workplace.
2. Maine Association of Nonprofits, its mission is to strengthen the leadership, voice and organizational effectiveness of Maine nonprofits, including prioritizing a commitment to making and advocating for the changes needed to dismantle racist and oppressive practices.
3. JournalismJobs.com, with the “Diversity Upgrade” to highlight the position in the Diversity Jobs Section. JournalismJobs.com is the largest and most-visited resource for journalism jobs, and receives between 2.5 to 3 million page views a month.
4. *Current*, a publication and website for public media, also utilize the “Diversity Upgrade” option to ensure the jobs are promoted to partner diversity networks.
5. Columbia University Graduate School of Journalism, with approx. 75% women, 59% international students,
6. Craigslist.org, a website devoted to classified advertisements with the ability to reach a wide audience and highlight job openings for persons with disabilities.
7. Maine Public’s website at “About/Careers.”
8. Maine Public radio, at WMEA-FM (90.1) and WMEH-FM (90.9)
9. The Corporation of Public Broadcasting at “Jobline”, for jobs in public broadcasting.
10. “Jobs in Maine” which includes an organizational profile of Maine Public.

Participation in events or programs sponsored by educational institutions relating to career opportunities in broadcasting:

On September 29, 2021, the Host and Executive Producer of Maine Calling, Maine's only statewide interactive radio program, was a featured speaker for a college leadership class at the University of Maine. Approximately 35 students were in attendance and learned about leadership, journalism, careers in broadcasting, and how Maine Calling explores regional issues, connects with local audiences, and explores topics that are local in nature, but have an impact across the entire state.

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

Maine Public's Diversity Policy states a commitment to diversity across the organization and its governing boards. Our Employee Handbook includes policies on discrimination and equal employment opportunities. It also states our commitment to preventing discrimination against and harassment of employees in the work place or at any place where the employee is engaged in Maine Public activities, due to race, religion, gender, age, marital status, veteran status, national origin, physical or mental disability, sexual orientation or on the basis of any other category(ies) protected by law.

All new employees, managers, and leadership team members receive the Employee Handbook, receive training during their orientation, and sign an acknowledgement regarding these policies and the training.

On August 12, 2021, all managers were required to attend a Safe Zone Workshop facilitated by Kate Stern, Bowdoin College's Associate Dean of Students for Inclusion & Diversity, and the Director of the Center for Sexuality, Women, and Gender Center. Ms. Stern discussed what it means to be an active ally for LGBTQ+ colleagues and provided an overview of gender, sexuality and LGBTQ+ identities. As managers and leaders, this training helped to raise our awareness, examine our assumptions, and learn how to be supportive allies in the workplace.

On September 16, 2021, Melissa Peloquin, with KMA Consulting, attended our monthly staff meeting by video conference to lead harassment and discrimination prevention training for all employees. During the session we reviewed and discussed the illegality and definitions of sexual harassment and discrimination, considered examples, discussed the internal complaint processes as well as legal recourse, and protection against retaliation. The training also addressed discrimination based on all protected classes, bullying, microaggressions, and bystander actions.

Ms. Peloquin also facilitated management training to discuss specific responsibilities of supervisory and managerial employees, methods that these employees must take to ensure immediate and appropriate corrective action in addressing sexual harassment complaints, and actions to take to promote a work environment that is free of harassment and discrimination.

Members of the Human Resources team attended several workshops throughout the year including:

- Age Discrimination: With one of the oldest populations in the United States, Maine has an abundance of talented older workers who are often overlooked or misunderstood. We explored how to bridge this generational divide with Don Harden of the Maine Council on Aging. August 10, 2021.
- Welcoming and Retention of LGBTQ+ employees with Gia Drew, EqualityMaine. October 5, 2021.
- Racial Equity Workshop with TJ Holloway, TheHolloway Group LLC. October 5, 2021.
- Interacting with Wabanaki Maine History, an interactive experience in which we engage in a story of particular events in the history of 400 years of colonization of Wabanaki people by Europeans in this territory now called the state of Maine. Facilitated by Wabanaki REACH on November 8, 2021.

Additionally, Maine Public regularly uses our internal employees e-newsletter, the Weekly Update, as a training tool to prevent discrimination and engage with materials that explore race, racism, equity, and inclusion. This year, we encouraged all employees and managers to participate in [Bystander Intervention to Stop anti-Asian/American and Xenophobic Harassment](#). This one-hour, interactive training teaches Hollaback!'s 5D's of bystander intervention methodology. It started with an overview of the types of disrespect that Asian and Asian American folks are facing right now -- from microaggressions to violence -- using a tool called the "spectrum of disrespect." Employees learned what to look for and the positive impact that bystander intervention has on individuals and communities. Then the training discussed the five strategies for intervention: distract, delegate, document, delay, and direct; and how to prioritize own safety while intervening.

On December 7, 2020, we used the internal employee e-newsletter to feature Native people in Maine, the discrimination they have faced, as well as the importance of Indigenous land acknowledgement. We learned that the city of Portland was settled on the traditional territory of the Wabanaki Confederacy, and that territory acknowledgement is a way to insert an awareness of Indigenous presence and land rights. We highlighted information from [Native Governance Center](#), the Native Land Map, and [Maine-Wabanaki REACH](#), an organization that advances Wabanaki self-determination by strengthening the cultural, spiritual and physical well-being of Native people in Maine.

Throughout February of 2021, we used the employee e-newsletter to celebrate Black History Month highlighting local resources, events, as well as information from PBS and NPR. Examples include:

- A local library curated a list of [antiracism resources](#) that can be requested through the state-wide library catalog and delivered to a local branch library.
- On February 24, we encouraged to attend a discussion on with Leela Stockley on her research on racial bias in the media in relation to recent Black Lives Matter protests in “[The Double Standard: Protest Coverage and Racial Bias.](#)”
- 21-Day Racial Equity Habit Building Challenge: This program offers one action each day to further your understanding of power, privilege, and equity. It includes suggestions for readings, podcasts, videos, observations, and ways to form and deepen community connections. There’s also a “[Coffee Break](#)” section that offers videos 3 – 7 minutes in length. [The 21-Day Racial Equity Habit Building Challenge](#) is offered by American & Moore, founded by Dr. Eddie Moore, Jr.
- *Momentum*: A Maine Racial & Social Equity Series that included reading, podcasts, and more, as well as events aimed at continuing the conversation of advancing racial equity.
- From PBS: [Explore Films and Specials Celebrating Moments, Memories and People in Black History](#): This collection of content from PBS includes [The Black Church: This is our Story, This is our Song](#), American Experience “[Civil Rights](#),” and Independent Lens, “[Mr. Soul](#).”
- From NPR: From February 1st to March 1st, we will be celebrating Black voices with special programming and episodes. Continue to visit this section for updates on initiatives, events, and episodes at NPR to honor Black history: <https://www.npr.org/sections/npr-extra/2021/02/01/961189854/black-history-month-whats-happening-at-npr>.

In June we shared “Ways to Celebrate PRIDE in Maine!” EqualityMaine hosted a number of [Pride Events](#) (both virtually and in person) and [volunteer opportunities](#). Also in June, we celebrated Juneteenth and asked employees to explore its history: [To Celebrate Juneteenth, Listen To A Reading Of The Emancipation Proclamation](#) (7-minute listen). Additionally, we highlighted pianist [Lara Downes](#) who put together a [playlist](#) that “holds freedom at its core.” All Things Considered featured author [Kiese Laymon](#) and shared [5 Books To Read On Social Justice That Go Beyond The Instructive](#) and PBS highlighted multiple programs, some available for streaming, that offered information on Juneteenth and explored how meaningful this year's celebrations will be in light of the multiple traumatic events of the last year: <https://www.pbs.org/articles/2021/06/juneteenth-2021/>.

We also used the employee newsletter to share information on these important topics:

- National Museum of African American History and Culture: How do we begin to wrap our minds around race in America? Race – and racism – has grown adept at shapeshifting to maintain power and privilege for some and suffering and oppression for others. To begin to dismantle racism and inequity, many things must happen simultaneously: historical understanding, community building, personal reflection, and committed anti-racist practice.

Choose a topic below to begin to dive in more deeply: <https://nmaahc.si.edu/learn/talking-about-race/topics>.

- What does Two-Spirit mean? “[Two-spirit](#)” refers to a person who identifies as having both a masculine and a feminine spirit, and is used by some Indigenous people to describe their sexual, gender and/or spiritual identity. Consider learning more about the Two-Spirit community through these resources:
 - The [Wabanaki Two Spirit Alliance](#) is a group of volunteers, researchers, academics, knowledge holders, youth and Elder Wabanaki Two-Spirits and Allies. Their mission is to represent the emotional, spiritual, mental and physical well-being and interests of Two Spirits and Indigenous LGBTQ+ individuals and groups in Wabanaki Territory.
 - Read [Two-Spirit Identity in Native Culture](#).
 - Watch [What Does “Two-Spirit” Mean?](#) (approx. 6 minutes).
 - Read [8 Things You Should Know About Two Spirit People](#).
- September 15 to October 15 is National Hispanic American Heritage Month: Our partners at the [Diversity Hiring Coalition](#) are highlighting Hispanic Heritage Month to recognize the achievements and contributions of Hispanic American champions who have inspired others to achieve success. Discover documents, exhibits, films, blog posts and more from the National Archives and Presidential Libraries that highlight Hispanic culture: <https://www.hispanicheritagemonth.gov/>.
- Indigenous Peoples’ Day Programs and Resources: The State of Maine now celebrates Indigenous Peoples’ Day each October, and is part of a growing national movement that is rethinking how we teach and honor this country’s history.
 - Maine State Museum: The [Maine State Museum](#) offers educational resources and Maine-based resources such as [Maine-Wabanaki REACH](#).
 - National Museum of the American Indian: Youth in Action on October, 2021, 1 – 2 PM. This Indigenous Peoples’ Day program highlights youth of blended Black and Native heritage who use art, activism, and policy to advance Black and Indigenous solidarity and affect positive change in their communities. The program is free, but [advance registration](#) is required.

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

In 2018, Maine Public created a Professional Development Request Form to support and strengthen an organizational culture of collaboration and opportunity and invest in our employees with professional development and training that simultaneously serves organizational goals and employee passions. The form can be used to request trainings, conferences, and other professional development opportunities. The employee provides a summary of the professional development opportunity, an estimated budget, and answers three questions: 1) How does this request serve

organizational goals? 2) How will the request positively impact your professional development? 3) Please describe your professional development experiences within the last two years.

Maine Public supports training programs for employees to acquire, enhance, and refine skills that could lead them to higher level positions. These opportunities include training on specific software programs, attending industry conferences, participating in voice coaching, learning new practices in the field of journalism, and developing management skills necessary to manage employees and volunteers and to assist in their promotion ability.

This year, Maine Public continued our partnership with specialists from Women Taking the Lead and Priority Learning to offer individualized coaching and leadership training:

- **Transmission Manager – People of Potential Series:** This training is designed for new and aspiring employees who demonstrate the potential to grow into leadership positions. The series consists of seven full workshop days over five months and provides the basics of professionalism and good management skills. There are assignments between sessions to enhance growth while going through this series.
- **Technology Manager – Direct Managers Series:** This training is designed for new or experienced front-line leaders and focuses on the key skills and essential behaviors of a supervisor, including mastering conflict and building effective teams.
- **Underwriting Sales Manager – How to Successfully Make the Transition to Supervisor:** This class helps with successfully navigating the world of management; the agenda includes leadership styles, communication, building trust, delegating, and motivating employees.

Additionally, a specific fund has been established to allow continued development of all Maine Public staff. All employees are encouraged to pursue at least one developmental opportunity annually. During this period, Maine Public supported:

- One of our Leadership Giving Officers attended the The Public Media Major Gift Academy with Greater Public from March 15, 2021, through June 14, 2021.
- Two of our on-air News Hosts attended PMJA's Host Training on October 15 and October 16, 2021.
- One of our Systems Engineers participated in CompTIA A+ Core 1 and Core 2 (220-1001 and 220-1002) Complete Bundle online training.
- Our Maine Calling Host and Executive Producer attended the Managing Government and Non-Profits at the Muskie School at the University of Southern Maine, and Organizational Leadership at the University of Southern Maine, during the fall semester of 2021.