

Catholic Broadcasting Northwest (KBVM/KMME) Equal Employment Opportunity Annual Report

(KBVM is parent station and KMME serves as a satellite broadcast pursuant to main studio
waiver granted by FCC on 6/17/11)

October 1, 2014 – September 30, 2015

Full Time Jobs (30+ hours weekly) filled: 1

- Executive Director – Hired November 1, 2014
- Source of hire: Direct contact

The following services were utilized to generate resumes:

1. In-House Staff, Volunteer recommendations
2. 180one Executive Search and Recruiting Firm
16016 Boones Ferry Rd. Suite 200
Lake Oswego, OR 97035
503-699-1801
Contact: Christine Kennedy
3. Catholic Radio Association at www.catholicradioassociation.org
P.O. Box 172051
Spartanburg, SC 29301
864-438-4801
4. Catholic Broadcasting Northwest website: www.kbvm.fm. Now,
www.MaterDeiRadio.com
5. Catholic Broadcast Northwest on-air broadcast
6. Catholic Radio Update e-newsletter
7. Catholic Sentinel
8. Catholic Jobs: www.CatholicJobs.com
9. EWTN Radio Network contacts

Source and number of persons interviewed for position filled: 3

- In-house Staff, Volunteer referrals – 1
- Catholicjobs.com – 1
- In-house website- 1

Outreach initiatives completed:

DJ for a Day Program – provides opportunities for students and adults with a day for working in the studios and developing broadcasting skills. Frequency is 1 – 3 times per month.

Overseen by Program Director

KBVM/KMME Sharathons – two weeks per year (in 2014: May 5-9 and October 6-10) with 100+ volunteers and provides our volunteer base an opportunity to work within the studios doing a variety of activities, many of which involve return visits. Most of our current staff had been involved in this volunteer work prior to employment and are all involved with working with current volunteers. Overseen by Executive Director.

Voice Volunteers – Regularly scheduled (i.e. weekly or monthly) recording sessions provide opportunities for people to learn recording and editing skills. Voice volunteers can be found in the studios at least one day per week. Overseen by Program Director.

Speakers Bureau – Staff members take turns addressing local organizations, non-profits and business in the community about all facets of the radio business. Talks occur 6 – 8 times per year and are given to groups like the Serra Club (Portland), the Serra Club (Vancouver), Knights of Columbus and various local parish groups. Overseen by Executive Director.

Catholic Broadcasting Northwest, Inc.
Equal Opportunity Employment Program

Radio Stations KBVM/KMME serve the Portland, Oregon and Cottage Grove/Eugene, Oregon communities and provide employment opportunity to all job applicants. The stations operate to ensure the maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines our program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available.

1. We maintain and update a list of recruitment resources utilized to generate applicants for every full-time job opportunity
2. When positions are open, announcements are broadcast for both jobs that are skill specific and also those which do not require broadcast skills in the technical and professional areas
3. Full-time employment opportunity notices are widely distributed and dated copies retained
4. All full-time existing staff are notified of any new openings and are encouraged to apply themselves if they are interested and believe they qualify or to refer acquaintances that might be qualified
5. The station's web site and a national Catholic Radio Association website is employed
6. The local Catholic newspaper is notified and advertisements are purchased
7. Catholic Broadcasting Northwest, Inc. coordinates efforts to monitor and ensure the execution of this plan by training and updating staff on EOE issues

8. Catholic Broadcasting Northwest attempts an internship program with the University of Portland, whenever there are student's interested working with a local Catholic broadcasting program. Catholic Broadcasting Northwest works with Communications personnel at U of P to conduct tours and discussions of our operations with those students
9. CBNW provides to many local Catholic grade and high schools the opportunity to participate in our DJ for a Day program which allows each school to auction a morning or afternoon for a school-aged child and parent to work in the studio and see and participate in a 'regular' broadcast day.
10. The Station extensively employs volunteers, several of whom have successfully been offered jobs in the past