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List of Full-Time Jobs Filled
For the period of December 1, 2018 – November 30, 2019

<u>Job Title</u>	<u>Department</u>	<u>Date Filled</u>
Director of Foundation Relations & Grants	Individual Giving	12/3/18
Audio Podcast Producer	Radio	12/3/18
Morning Edition Host & Sr. Producer	Radio	12/10/18
News Editor	News	12/12/18
Radio Operations Coordinator	Radio	1/2/19
TV Producer-Editor	TV Production & Programming	1/2/19
Radio Operations Assistant	Radio	1/3/19
Programming & Operations Assistant	TV Production & Programming	1/3/19
Sr. Producer City Lights	Radio	1/3/19
Director of Membership Operations	Individual Giving	3/18/19
HR Administrative Assistant	Human Resources	4/1/19
Major Donor Officer	Individual Giving	4/30/19
Director of Finance	Finance	5/20/19
HR Assistant	Human Resources	6/3/19
Database Administrator-Developer	IT	6/3/19
News Reporter	News	6/24/19
Radio Producer 'City Lights'	Radio	7/22/19

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<u>Job Title</u>	<u>Department</u>	<u>Date Filled</u>
Donor Relations & Premiums Sr. Coordinator	Individual Giving	8/12/19
HR Administrative Assistant	Human Resources	9/3/19
Underwriting Account Manager	Underwriting	9/16/19
Accounting Assistant	Finance	9/23/19
Managing Editor	Radio/News	10/21/19
News Producer	News	10/28/19
Director of Finance	Finance	11/8/19
Broadcast Engineer	Engineering	11/21/19

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Recruitment Sources Utilized for Full-Time Vacancies

Director of Foundation Relations & Grants						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	AJC Online (Monster)	LinkedIn	Current	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals
Atlanta Association of Black Journalists						

Audio Podcast Producer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Current	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Association of Women in Communications
Latin American Association	The National Association of Asian American Professionals	Atlanta Association of Black Journalists	National Association of Black Journalists			

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Morning Edition Host & Sr. Producer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Association of Women in Communications
Latin American Association	The National Association of Asian American Professionals	Atlanta Association of Black Journalists	National Association of Black Journalists	Current		

News Editor						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Association of Women in Communications
Latin American Association	The National Association of Asian American Professionals	Current				

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Radio Operations Coordinator						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Association of Women in Communications	The National Association of Asian American Professionals	Latin American Association
Atlanta Association of Black Journalists	National Association of Black Journalists	Current				

TV Producer-Editor						
Internal	PBA Website	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	CPB Jobline	VA Atlanta Regional Office
Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates	Public Media Business Association	Association of Women in Communications	The National Association of Asian American Professionals
Latin American Association	Georgia Department of Labor					

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Radio Operations Assistant						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals
Atlanta Association of Black Journalists	National Association of Black Journalists	Current				

Programming & Operations Assistant						
Internal	PBA Website	LinkedIn	Georgia Association of Broadcasters	AJC Online (Monster)	VA Atlanta Regional Office	Asian American Resource Center
Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates	Public Media Business Association	Association of Women in Communications	The National Association of Asian American Professionals	Latin American Association

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Sr. Producer City Lights						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Georgia Department of Labor	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals
Atlanta Association of Black Journalists	National Association of Black Journalists National	Current				

HR Administrative Assistant						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	AJC Online (Monster)	Georgia Association of Broadcasters	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals

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Director of Membership Operations						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	AJC Online (Monster)	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals	

HR Assistant						
Internal	PBA Website	Georgia Association of Broadcasters	LinkedIn	AJC Online (Monster)	VA Atlanta Regional Office	Asian American Resource Center
Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates	Public Media Business Association	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals

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Major Donor Officer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals		

Director of Finance						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Glassdoor	Georgia Association of Broadcasters	LinkedIn	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals

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Database Administrator-Developer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Glassdoor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Alliance for Women in Media
Latin American Association	The National Association of Asian American Professionals	Dice				

Radio Producer City Lights						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Latin American Association
The National Association of Asian American Professionals	Association for Women in Communications	Atlanta Association of Black Journalists	National Association of Black Journalists			

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News Reporter						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	CPB Jobline	AJC Online (Monster)	LinkedIn	Alliance for Women in Media	Latin American Association	The National Association of Asian American Professionals
Atlanta Association of Black Journalists	National Association of Black Journalists					

Donor Relations & Premiums Sr. Coordinator						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Latin American Association	The National Association of Asian American Professionals
Association for Women in Communications						

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TV Sales Specialist (UW Account Manager)						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Latin American Association	Association for Women in Communications

Accounting Assistant						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Latin American Association	Handshake
Association for Women in Communications	Atlanta Association of Black Journalists	National Association of Black Journalists				

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Managing Editor						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn	Latin American Association	Current
Association for Women in Communications	Atlanta Association of Black Journalists	National Association of Black Journalists				

News Producer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	Georgia Department of Labor	Georgia Association of Broadcasters	AJC Online (Monster)	LinkedIn		
National Association of Black Journalists	Atlanta Association of Black Journalist					

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Broadcast Engineer						
Internal	PBA Website	VA Atlanta Regional Office	Asian American Resource Center	Fulton Atlanta Community Action Authority	Georgia Hispanic Chamber of Commerce	Briggs & Associates
Public Media Business Association	AJC Online (Monster)	LinkedIn	Current	Association of Women in Communications	Latin American Association	The National Association of Asian American Professionals
Atlanta Association of Black Journalists	National Society of Black Engineers	Society of Motion Picture and Television	Traffic Directors Guild of America			

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*A complete listing of sources used for recruitment purposes with specific contact information has been compiled and listed in the section, Recruitment Sources Contact Information.

Recruitment Sources Contact Information

Contact Name	Recruitment Source	Email	Address	City, State, Zip	Phone	Fax	Type
Breanna Minor	Internal	jobs@pba.org	740 Bismark Rd.	Atlanta, GA 30324	678-686-0331	678-553-3026	Internal/ Intranet
Samantha Canuel	PBA.org	scanuel@pba.org	740 Bismark Rd.	Atlanta, GA 30324	678-553-3032	N/A	Internet/ Email
Erik Dunham	CPB Jobline	edunham@cpb.org	401 Nineth Street, NW	Washington, DC 20004	202-879-9671	202-879-9768	Internet
Rhoni Kilby	VA- Atlanta Regional Office	Rhonda.Kilby@va.gov	1700 Clairmont Rd.	Decatur, GA 30033	800-827-1000	404-929-5819	Email
Theresa Austin	Georgia Department of Labor	North_metro_cc@dol.state.ga.us	2943 North Druid Hills Rd.	Atlanta, GA 30329	404-679-5200	404-679-1713	Internet
Michelle Kang	Asian American Resource Center	aarc@aarc-atlanta.org	2855 Rolling Pin Lane	Suwanee, GA 30024	770-270-0663	770-270-0979	Email
Frank Holloway	Fulton Atlanta Community Action Authority	fholloway@bellsouth.net	1690 Chantilly Drive	Atlanta, GA 30324	404-320-0166	404-320-9611	Email
Juanita Rivera	Georgia Hispanic Chamber of Commerce	jrivera@ghcc.org	99 West Paces Ferry, Suite 200	Atlanta, GA 30305	404-929-9998	404-816-9190	Email
Jenny Wickline	Public Media Business Association	info@pmbaonline.org	7918 Jones Branch Drive, Suite 300	McLean, VA 22102	703-506-329	703-506-3266	Email
McKenzie Lewis	Georgia Association of Broadcasters	mlewis@gab.org	6 West Druid Hills Drive NE, Suite 330	Atlanta, Georgia 30329	770-395-7200	770-395-7235	Internet

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Chelle Shell	Work For Good	chelle@workforgood.org	100 Peachtree NW, Suite 1500	Atlanta, GA 30303	1-888-656-6257	404-521-0487	Internet
Emily Lowrey	Current.org	Emily.lowrey@gmail.com	6930 Carroll Ave., Suite 350	Takoma Park, MD 20912	877-745-8776, ext. 1	301-270-7241	Internet
Kina Easterling	Atlanta Journal-Constitution	seasterling@ajc.com	223 Perimeter Center Parkway	Atlanta, GA 30346	404-526-2561	404-526-2550	Email
Lisa Petty	AJCjobs.com (Monster.com)	Lisa.Petty@coxinc.com	223 Perimeter Center Pkwy	NE Atlanta, GA 30346	404-526-2713	978-823-4400	Internet
Marlen Ruiz	Latin American Association	mruiz@thelaa.org	2750 Buford Hwy	Atlanta, GA 30324	404-638-1600	404-638-1806	Internet
Pamela Valenzuela	Association for Women in Communications	info@womcom.org	3337 Duke Street	Alexandria, VA 22314	703-370-7436	703-342-4311	Internet
Kate Niswander	Alliance for Women in Media	kniswnader@allwomeninmedia.org	1760 Old Meadow Rd #500	McLean, VA 22102	703-506-3290	703-506-3266	Internet
Natalia Prakash	National Association of Black Journalists	nabj@nabj.org	1100 Knight Hall, Suite 3100	College Park, Maryland 20742	301-405-0248	301-314-1714	Internet
William Xiong	The National Association of Asian American Professionals	wilxiong@gmail.com	4780 Ashford Dunwoody Rd Suite A, #443	Atlanta, GA 30338	404.409.2471	N/A	Internet
Cheryl Collier	Atlanta Association of Black Journalists	cheryllcollier630@gmail.com	223 Perimeter Center Pkwy., 6 th Floor	Atlanta, GA 30346	404-526-7521	N/A	Email
Eric Wee	Journalism Next	eric@journalismnet.com	PO Box 60496	Pasadena, CA 91116	703-629-0178	N/A	Internet

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Melissa Wilson	Chronicle of Philanthropy	display@philanthropy.com	1255 Twenty-Third Street NW	Washington, D.C. 20037	202-466-1230	202-466-2078	Internet
June Fox	Greater Public (DEI)	jfox@deiworksites.org	401 North 3 rd Street, Suite 370	Minneapolis, MN 55401	612-677-1505	612-677-1508	Internet
Hank Markosian	Digital Media Jobs Network	info@digitalmediajobsnetwork.com	N/A	N/A	N/A	N/A	Internet
Nathan Funk	Association of Fundraising Professionals	Nathan.funk@boxwoodtech.com	4300 Wilson Blvd. Suite 300	Arlington, VA 22203	1-866-964-2765 Ext: 2737	1-703-684-0540	Internet
M. Clappe	Society for Broadcasting Engineers	mclappe@sbe.org	9102 North Meridian Street, Suite 150	Indianapolis, IN 46260	317-846-9000	N/A	Internet

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Kevin Olivas	National Association of Hispanic Journalists	nahj@nahj.org	1050 Connecticut Avenue NW 10 th Floor	Washington, DC 20036	202-662-7145	202-662-7144	Internet
Simone Moonsamy	Briggs & Associates	simonembriggs@gmail.com	2300 Holcomb Bridge Rd. Suite 103, #366	Roswell, GA 30076	770-993-4559	770-552-7051	Email
Ashley Fromm	LinkedIn	afromm@linkedin.com	525 W Monroe St #200	Chicago, IL 60661	312-999-4705	N/A	Internet
Alexandra Murphy	Mashable	amurphy@linkedin.com	114 5th Ave (at E 17th St)	New York, NY 10011	646-397-0874	N/A	Internet
Richard Clemmons, Jr	National Society of Black Engineers	info@nsbe.org	205 Daingerfield Road	Alexandria, Virginia 22314	703-549-2207	703-683-5312	Internet
Jenna Murphy	Glassdoor	jenna.murphy@glassdoor.com	300 Mission Street	San Francisco, CA	312-734-1848	331-481-1100	Internet
Phil Upton	Traffic Directors Guild of America	tdgaorg@gmail.com	6000 Avenida Aeropuerto Bldg. 114	San Juan Capistrano, CA 92675	(949) 429-7063	N/A	Email

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Total Number of Interviewees and Total Number of Interviewees Referred by Each Recruitment Source (Complete towards the end of the year)

Listed are those sources for which interviewees were referred and actually interviewed.

Referrals (Referred by Station Employees).....	5
Referrals (Referred by Outside Source).....	30
PBA (Website).....	1
PBA (Internal).....	2
AJOnlinejobs.com (Monster).....	1
Current.....	1
Glassdoor.....	3
Career Builder.....	1
LinkedIn.....	46
Indeed.com.....	15
CPB Jobline.....	12
Work for Good.....	3
iHireFinance.....	1
Google.....	2
Public Media Journalists.....	1
Public Media Job Fair.....	1
Society of Broadcast Engineers.....	3
Total # of Interviewees.....	129

Description of Supplemental Outreach Initiatives

PBA Internship Program

The Public Broadcasting Atlanta internship program enables High School students, College Students (regardless of classification), and recent graduates of universities to gain real world experience in the world of broadcasting. As interns, students or recent graduates will work in a specified area of their interest. The experience that our internship program provides (depending on the area for which a student may participate in) can be in the form of: research, journalism, administrative, technical, professional, writing, etc. to be used for school credit or not. Internships are offered throughout the year and lasts no longer than a 9 month period.

Methods of recruitment are as follows:

- **Posting Internship opportunities on local colleges and university campus websites.**
- **Emailing/Faxing internship opportunities to local college and universities.**
- **Contacting employment services/departments within local colleges and universities.**
- **Posting opportunities on PBA website.**

Interns must complete the application process, show some experience in desired area of interest as a skill requirement in order to be considered for an open internship. The application, along with a resume and references, need to be submitted to PBA. The application will be evaluated by the Manager of the department that the applicant is applying for. After a round of interviews, the PBA Manager will select the best candidate(s) to receive an internship based on the eligibility requirements and qualifications.

Internship Report: There were 9 interns during this reporting period.

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Career/Internship/Volunteer Fairs

Events Sponsored by Educational Institutions	Date
Spring 2019 Clark Atlanta University	February 8, 2019
Contact: Tiara Hector	
Phone: 404-880-6780	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Ken Maiden, <i>Human Resources Coordinator</i>	
Spring 2019 Georgia State University Andrew Young School Career Fair	March 12, 2019
Contact: Brian Mitchell	
Phone: 404-413-0087	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Ken Maiden, <i>Human Resources Coordinator</i>	
Spring 2019 Kennesaw State University Career Fair	March 20, 2019
Contact: Erin Stapleton	
Phone: 470-578-2792	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Ken Maiden <i>Human Resources Coordinator</i>	
Fall 2019 Georgia State University Career & Internship Fair	October 8, 2019
Contact: Caroline Anderson	
Phone: 404-413-1840	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Breanna Minor, <i>Human Resources Assistant</i>	
Fall 2019 Career Fair at Kennesaw State University	October 16, 2019
Contact: Erin Stapleton	
Phone: 470-578-2792	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Breanna Minor <i>Human Resources Assistant</i>	
Spring 2019 Spelman College Mock Interviews	
Contact: Dalayna Johnson	
Phone: 404-270-5271	
Attendee(s): Breanna Minor, <i>Human Resources Assistant</i>	September 17, 2019
Career Fairs	Date
Spring 2019 Public Media Virtual Career Fair by Current.org	April 2, 2019
Contact: Julie Drizin	
Phone: 301-270-7240	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Ken Maiden <i>Human Resources Coordinator</i>	
Fall 2019 NAHJ Excellence in Journalism Career Fair	September 5- 7, 2019
Contact: Caroline Escobar	
Phone:	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i>	
Summer 2019 AAJA National Convention	August 1-3, 2019
Contact: Justin Seiter	
Phone: 415-346-2051	
Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i>	

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Summer 2019 **NABJ Convention & Career Fair**.....August 7 - 11, 2019
 Contact: Veronique Dodson
 Phone: 301-405-0554
 Attendee(s): Kenneth Brown, *Sr. VP of Human Resources*

Fall 2019 **NAHJ Excellence in Journalism Career Fair**.....September 5- 7, 2019
 Contact: Caroline Escobar
 Email: cescobar@spj.org
 Attendee(s): Kenneth Brown, *Sr. VP of Human Resources*

<u>Co-Sponsored Career Fair(s)</u>	<u>Date</u>
Broadcaster's Job Fair.....	April 12, 2019
Co-sponsorship with the Georgia Association of Broadcasters and Congressman David Scott 16th Annual Job Fair	
Contact: Garrett Chapman Phone: 770-395-7200 Attendee(s): Kenneth Brown, <i>Sr. VP of Human Resources</i> & Ken Maiden, <i>Human Resources Coordinator</i>	

Spring 2019 **UGA Grady College Career Fair**.....February 7, 2019
 Co-sponsorship with the Georgia Association of Broadcasters
 Contact: Garrett Chapman
 Phone: 706-542-3375
 Attendee(s): Kenneth Brown, *Sr. VP of Human Resources* & Ken Maiden, *Human Resources Coordinator*

List of each Upper-Level Opening in a Job Bank or Newsletter of a Media Trade Group with a Broad-Based Membership, including Participation of Women and Minorities.

All upper-level positions during the reporting period were listed with professional trade organizations with substantial minority and female participation, as shown in the recruitment listings above.

Provided training to management level personnel on methods of ensuring equal employment opportunity and prevent discrimination.

All management received training on preventing harassment in the workplace.