

**EEO PUBLIC FILE REPORT**

This Report covers full-time vacancy recruitment data for the period of June 1st, 2021-May 31st 2021. Placed in the public file on June 1, 2022.

- 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: Ann Voss  
 Email Address: [avoss@wnrn.org](mailto:avoss@wnrn.org)

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

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

July 20, 2020 -September 1, 2020

<u>Job Title</u>	<u>Recruitment Source Referring Hire</u>
Music Director	word of mouth
Total number of people interviewed for this position: 3	
Major Gifts Officer	wnwn.org
Total number of people interviewed for this position: 4	
Membership Manager	ConnectVA.org
Total number of people interviewed for this position: 6	
Development Assistant	wnrn.org
Total number of people interviewed for this position: 3	

**Section 2: Recruitment Sources**

June 2021 – May 2022

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	0 1 1 1	Music Director Major Gifts Officer Membership Manager Development Assistant
2	The CNE (Center for Non-Profit Excellence) 1701-A Allied Street Charlottesville, VA 22903 434-244-3330 main <a href="mailto:staff@thecne.org">staff@thecne.org</a> thecne.org	0 0 0 0	Music Director Major Gifts Officer Membership Manager Development Assistant

3.	Va Association of Fundraising Executive <a href="http://www.vafre.org">www.vafre.org</a>	0 0	Major Gifts Officer Membership Manager
4.	Community Foundation for a Greater Richmond <a href="http://Connectva.org">Connectva.org</a>	0 3 5 2	Music Director Major Gifts Officer Membership Manager Development Assistant
5.	Greater Public website <a href="http://Greaterpublic.org">Greaterpublic.org</a> 401 North 3rd Street, Suite 370 Minneapolis, MN 55401 1-888-454-2314	0 0	Major Gifts Officer Membership Manager
6.	AFP Central VA Chapter	0	Major Gifts Officer
7.	<a href="http://AllAccess.com">AllAccess.com</a>	1	Music Director
8.	Public Media Jobs <a href="https://jobs.current.org/">https://jobs.current.org/</a>	0	Major Gifts Officer
9.	CPB Jobline <a href="http://www.cpb.org/jobline">www.cpb.org/jobline</a> Corporation for Public Broadcasting	0	Major Gifts Officer

	401 Ninth Street, NW Washington, DC 20004-2129 202-879-9600		
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### **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 an on-air shift. All volunteers must understand the FCC requires of a transmitter operator. Volunteers are critiqued by staff to improve their overall on-air performance.
- 2) Our on-going semester internship program welcomes students from area universities and colleges who are motivated and excited about learning and contributing to community radio. Their internship is endorsed, supported and monitored by the sponsoring university. 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 five student interns. One internship for the summer, two internships for the fall and two internships for the spring. WNRN interns learn administrative and marketing skills, help manage our music and winner databases, create Facebook events, edit podcasts, and update the WNRN website.
- 3) WNRN encourages station employees to attend training conferences and events hosted by non-commercial radio trade or music organizations. This year we attended South by Southwest Public Radio Day, NonConvention. Various online webinars were also attended by staff.