

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
Stations WTJX-TV and WTJX-FM
EEO PUBLIC FILE REPORT
For the period covering October 1, 2024 through September 30, 2025

The following table provides information on full-time vacancies filled during this reporting period:

Job Title	Recruitment Source Used	Number of Interviewees	Interviewees Recruitment Source	Date Filled & Successful Source
Development Office Special Assistant St. Thomas	Internal Posting Word of Mouth WTJX Website Indeed Department of Labor Glassdoor	4	2 Website 2 Indeed	10/28/2024 Indeed
Director of Development & Fundraising St. Thomas	Internal Posting Word of Mouth WTJX Website Department of Labor Indeed Glassdoor Corporation for Public Broadcasting Greater Public	1	1 Indeed	11/28/2024 Indeed
Development Office Special Assistant St. Thomas	Internal Posting Word of Mouth WTJX Website Indeed Department of Labor Glassdoor	3	2 Website 1 Indeed	3/10/2025 Indeed
Producer St. Croix	Internal Posting Word of Mouth WTJX Website Indeed Department of Labor Glassdoor Corporation for Public Broadcasting Greater Public Production Beast	2	1 Website/Indeed 1 Website	3/30/2025 Website/Indeed
Production Supervisor St. Croix	Internal Posting Word of Mouth WTJX Website Department of Labor Indeed Glassdoor Corporation for Public Broadcasting Greater Public Production Beast	6	5 Website 1 Indeed	4/28/2025 Indeed

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Below is a listing of the **recruitment sources** used, as appropriate to fill open positions during this period, complete with websites, contact persons and corresponding mailing addresses:

Master Recruitment Source List

RS ID#	Recruitment Source Name and Contact Information	Number of Interviewees Referred
1	Virgin Islands Department of Labor 4401 Sion Farm, Christiansted, VI 00820 Prudence Tuitt-Edwards, Talent Acquisition Specialist (340) 773-1994 ext. 2138 https://www.vidolviews.org/	0
2	Internal Posting Virgin Islands Public Broadcasting System – WTJX P.O. Box 7879, St. Thomas, VI 00802 HR@wtjx.org (340) 774-6255	0
3	Word of Mouth Employee Referral	0
4	WTJX Website – www.wtjx.org Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond, Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	11
5	WTJX Facebook Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond, Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
6	WTJX Twitter Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond, Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
7	WTJX Instagram Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond, Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	0
8	Indeed, Inc. www.Indeed.com 6433 Champion Grandview Way, Building 1 Austin, TX 78750 Kathleen Highsmith, Account Executive (512) 664-0778	6
9	Glassdoor.com Through BambooHR Hiring portal	0
10	Corporation for Public Broadcasting Public Media Employment Opportunities CPB 401 Ninth Street, NW, Washington, DC 20004 Carole Mah 202-879-9600	0
11	Production Beasts https://www.productionbeast.com	0
12	Greater Public https://greaterpublic.org/	0

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The following long-term recruitment initiatives were implemented by the Virgin Islands Public Broadcasting System during this reporting period:

A. Internship/Student Programs:

The System provided four internship opportunities in the Production and Radio Departments with the following Programs:

- The Virgin Islands Legislature's Summer Youth Employment Program: Two students – one from Barry University and the other from St. Croix Central High School – participated in this program from June 2 to July 17, 2025. The students were sponsored by the Offices of Senators Kenneth Gittens and Dwayne M. DeGraff.
- The Department of Education (St. Croix Central High School NAF Academy of Business): One student completed the Workplace Readiness Experience from February 4 to April 24, 2025.
- Antilles School (Junior Internship Program): One student participated in the On-Site Internship Experience from May 22 to June 5, 2025.

The System hosted these students at the St. Croix and St. Thomas facilities, where they were engaged for 5-6 hours each day and gained exposure to the broadcasting industry, and had the opportunity to learn skills contributing to their career interests in the Radio and Production Departments.

Student Field Trip/Tours – WTJX provided tour opportunities for the following:

- St. Croix Central High School's AVID Program – Ten students on March 24, 2025. The Advancement Via Individual Determination (AVID) program provides additional academic, social and emotional support to students to help them succeed with their most challenging course work and helps close the opportunity gap by preparing for college or career readiness.
- St. Croix Youth Sailing Association – Six students on July 10, 2025. St. Croix Youth Sailing Association, Inc. is a public charity which fosters the development of youth sailing athletes. YSA promotes the teaching of lifelong sailing skills, personal responsibility, sportsmanship, teamwork, and environmental appreciation.

B. Career and Recruitment Fairs:

WTJX participated in four Career Fairs through its Human Resources Division allowing for the dissemination of employment opportunities to a diverse group of potential candidates within the community. Below is a listing of these events that were held on St. Thomas and St. Croix:

1. Department of Labor Career Fair: January 8, 2025 (St. Croix) – by Director of HR
2. Department of Labor Career Fair: January 15, 2025 (St. Thomas) - by Director of HR
3. Department of Labor Career Fair: May 13, 2025 (St. Thomas) - by Director of HR
4. Department of Personnel Career Fair: September 17, 2025 (St. Croix) – by Executive Assistant

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Career and Professional Development Training:

As part of the System's commitment to professional development, employees are encouraged to take advantage of learning or growth opportunities to promote enhanced organizational knowledge, and improved performance to benefit the System. Some development opportunities offered during this reporting period include:

Voice Coaching & Workshop – Conducted December 10 to 14, 2024 to improve Special Assistant's news delivery skills.

Public Media Business Association (PMBA) Talent Review and Success Planning Webinar – The HR Director attended this one-hour webinar which took place on April 16, and focused on talent management, organizational development, strategic planning and leadership development.

NPR Network Fly-in Summit (2025) - The Chief Executive Officer attended this gathering of station leaders from May 13 to 15.

Public Broadcasting Service (PBS) 2025 Annual Conference and General Managers Meeting – This meeting was attended by the Chief Executive Officer from May 19 to 21. The General Managers Meeting provided the opportunity for top executives and major stakeholders to discuss current issues and new developments and how they affect the future of public media.

Public Media Business Association (PMBA) 2025 Annual Conference - This conference was attended by the Chief Financial Officer from May 27 to 30. Attendance at the conference provided the opportunity to gain a broader range of knowledge needed to perform duties in financial reporting to include Annual Financial Reports, TV and Radio Community Service Grant Review, audits, required compliance, and guidelines.

OSHA Safe & Sound Webinar – This one-hour webinar which highlighted key safety guidelines related to emergency preparedness and recovery, was attended by the Facility Coordinators in both districts on August 12.

D. All Employee Trainings:

Workplace Awareness Training – All employees participated in this training which was designed to heighten and build awareness about the importance of professional behaviors in the workplace and define boundaries for a cohesive work environment that boosts productivity. Topics covered included organizational culture, professional etiquette, acceptable communication, communicating with sensitivity, situational awareness and handling difficult situations.

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E. Participation in Job Banks and Internet Programs

The System listed all vacant positions on its website. The Department of Labor (DOL) VIEWS is a job listing service that is utilized frequently to update vacancies. The DOL administers a system of effective programs and services designed to develop, protect, and maintain a viable workforce in the community of the Virgin Islands. The System also actively recruited through its HRIS platform which is linked to Indeed and Glassdoor talent pool and proved to be an effective avenue to source qualified individuals. Additionally, the System posted vacancy notices to a wide range of applicants in the broadcasting industry using the Corporation for Public Broadcasting, Production Beast, and Greater Public job sites.