

**VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM**

Stations WTJX-TV and WTJX-FM

**EEO PUBLIC FILE REPORT**

*For the period covering September 22, 2021 through September 27, 2022*

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
Production Technician II St. Thomas	Internal Posting/Word of Mouth WTJX website WTJX Instagram WTJX Facebook Department of Labor Indeed University of the Virgin Islands ProductionBeast CPB myPBS Virgin Islands Daily Newspaper	2	1 Virgin Islands Daily Newspaper 1 Word of Mouth	02/14/2022 Word of Mouth
Production Technician II St. Croix	Internal Posting/Word of Mouth WTJX website WTJX Instagram WTJX Facebook Department of Labor Indeed University of the Virgin Islands ProductionBeast CPB myPBS St. Croix Avis Newspaper	3	1 Indeed 1 WTJX Website 1 Word of Mouth	02/14/2022 Word of Mouth
Production Manager	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Instagram WTJX Twitter Indeed Virgin Islands Daily News PublicMediaJobs/Current	1	1 Internal Posting	04/25/2022 Internal
Executive Assistant	Internal Posting/Word of Mouth WTJX website WTJX Instagram WTJX Facebook Department of Labor Indeed University of the Virgin Islands ProductionBeast CPB myPBS St. Croix Avis Newspaper	5	1 Word of Mouth 1 Department of Labor 3 WTJX Website	04/04/2022 Department of Labor
Senior Producer	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Instagram WTJX Twitter Department of Labor Indeed University of the Virgin Islands ProductionBeast CPB myPBS St. Croix Avis Newspaper	1	1 WTJX Website	04/11/2022 WTJX Website
Graphic Artist II	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Twitter WTJX Instagram Indeed	2	2 Indeed	05/23/2022 Indeed

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	Virgin Islands Daily Newspaper PublicMediaJobs/Current			
Producer	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Twitter Indeed Virgin Islands Daily Newspaper PublicMediaJobs/Current	2	1 PublicMediaJobs/Current 1 Word of Mouth	06/06/2022 Word of Mouth
Production Supervisor St. Thomas	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Instagram WTJX Twitter Indeed Virgin Islands Daily Newspaper PublicMediaJobs/Current	1	1 Internal Posting	06/20/2022 Internal
Production Supervisor St. Croix	Internal Posting/Word of Mouth WTJX website WTJX Facebook WTJX Instagram WTJX Twitter Indeed The St. Croix Avis Newspaper	2	1 Indeed 1 WTJX Website	08/15/2022 WTJX Website

Below is a listing of the **recruitment sources** used, as appropriate for each open position, complete with contact persons and their corresponding mailing addresses:

**Master Recruitment Source List**

RS ID#	Recruitment Source Name and Contact Information	Number of interviewees referred
1	The Virgin Islands Daily News 9155 Estate Thomas St. Thomas, VI 00802 Terrance Jacobs (340) 774-8772 Ext. 335	1
2	St. Croix Avis P.O. Box 750 Christiansted, St. Croix, VI 00821 Linda Clarke (340) 718-2300	0
3	Virgin Islands Department of Labor 4401 Sion Farm Christiansted, VI 00820 Prudence Tuitt-Edwards, Talent Acquisition Specialist (340) 773-1994 ext. 2138	1
4	Internal Posting – Word of Mouth Virgin Islands Public Broadcasting System – WTJX P.O. Box 7879 St. Thomas, VI 00802 Catrina Beyer, Interim HR Director (340) 774-6255	6
5	WTJX Website – <a href="http://www.wtix.org">www.wtix.org</a> Virgin Islands Public Broadcasting System – WTJX 36 & 37 Estate Richmond Christiansted, VI 00820 Dino Fontaine, Director of New Media (340) 718-3339	6

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6	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
7	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
8	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
9	Public Media Business Association (PMBA) 1300 Piccard Dr. Ste. LL 14 Rockville, MD 20850 Tom Foley (240) 503-2291	0
10	Indeed, Inc. 6433 Champion Grandview Way, Building 1 Austin, TX 78750 Kathleen Highsmith, Account Executive (512) 664-0778	4
11	Corporation for Public Broadcasting Jobline (CPB) 401 Ninth Street, NW Washington, DC 20004 Carole Mah 202-879-9600	0
12	PublicMediaJobs.org/Current Newspaper 4400 Massachusetts NW Washington, DC 20016-8122 Julie Drizin, Executive Director (860) 437-5700	1
13	ProductionBeasts 929 Colorado Ave. #126 Santa Monica, CA 90401 Shant Kiraz hello@productionbeast.com	0
14	Public Broadcasting Service (PBS) 1225 S. Clark Street Arlington, VA 22202 (703) 739-3222	0
15	University of the Virgin Islands (UVI) Alumni Affairs, Student Affairs & Communication Department Leon Lafond, Dir. Of Student Activities 2 John Brewers Bay St. Thomas, USVI 00802-6004 (340) 693-1640	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 Program.**

The System provided learning opportunities for a total of four (4) students within the following internship programs.

1. Summer Employee Program – During the summer of 2022, a total of two (3) students participated in the Legislature’s Summer Youth Employment Program (SYEP) through the offices of Senator Novelle E. Francis, Jr., Senator Kenneth Gittens, and Senator Kurt Violet. This gave the students the opportunity to learn skills contributing to their interested career path in the Radio and Production Departments out of the St. Croix facility. The students worked for a period of four (weeks) and executing 30 hours per week, totaling one-hundred twenty (120) hours to complete the program.
2. Student Internship – During this reporting period, the System also participated in the “Senior Professional Week” program with Sts. Peter and Paul Catholic School on the island of St. Thomas. One (1) student applied for placement with WTJX to gain experience and knowledge by observing the professionals of the System. The intern was able to shadow the Production Manager and Production Supervisor as his interest was in media production. The WTJX professionals were able to mentor, train, and provide insight giving the summer intern an opportunity to interact and gain the necessary skills needed for his interested career pathway by showing day to day and behind the scenes practices in the production department.

#### **B. Career Fairs and Convention.**

The System’s Interim Human Resources Director participated in the following five (5) career fairs, disseminating information regarding broadcasting employment opportunities to a diverse group of potential candidates outside, and within, the community. Three of the five career fairs were the System’s first opportunity in the history of the System, to participate virtually. The other two career fairs were held in person, one of which was held on the island of St. Thomas and the other on the island of St. Croix.

*“Harvesting our Virgin Islands Workforce Virtual Career Fair” – November 17, 2021*

*“Our Virgin Islands Workforce in the Winter” – December 10, 2021*

The Government of the U.S. Virgin Islands, Division of Personnel, hosted two virtual career fairs in the last two months of 2021. In these virtual career fairs, all employment opportunities within the System were showcased along with other public sector vacancies available to a wide range of individuals in the local community and from afar.

*“Public Media Virtual Career Fair” – March 29, 2022*

In attending the Public Media Virtual Career Fair, hosted by *Current* magazine, the System was given the opportunity to reach out to a wider range and variety of individuals whose career path

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is with in the broadcasting industry. In addition, the System was able to inform and educate those outside of the Virgin Islands of the career opportunities at the station.

*"Department of Personnel 2022 Career Fair Expo and Mixer"*

*St. Thomas, VI – August 25, 2022*

*St. Croix, VI – August 31, 2022*

These two in-person events were provided by the Division of Personnel, bringing both islands an engaging career fair and convention. During these events, the System had the opportunity to interact with a wide range of individuals. The System was able to speak on stage, educating the public on St. Thomas and St. Croix, the foundations of the station and informing them of all employment opportunities with the System. The mixer at the end of each event, gave each participating organization a chance for the Human Resources professionals to meet and mingle, allowing for further engagement and outreach.

### **C. Career Development Training.**

The Virgin Islands Public Broadcasting System strongly encourages employees to obtain training and professional development courses. In doing so, these trainings and conferences allow employees enhance their organizational knowledge and skills, optimizing the performance and success rate of the System. Some areas of trainings completed during the reporting period include the following:

*Public Media Business Association (PMBA) Annual Conference* - This hybrid conference was attended by the Chief Financial Officer in June 2022. In attending this conference, the CFO was able to gain a broader range of knowledge needed to perform her duties in financial reporting. In addition, she was able to learn necessary details about Annual Financial Reports, audits, TV & Radio Community Service Grant Review, compliances, and guidelines.

*National Association of Broadcasters (NAB) Show 2022 Conference* – The annual NAB trade show conference was attended by the Director of Engineering, Director of Radio Operations, St. Thomas Crew Chief, and the St. Croix Crew Chief in April 2022. The NAB Show was a major source of obtaining an abundant amount of information and opportunities for growth in all areas of the modern broadcasting industry.

*Human Resources Refresher Training Unit* – This quarterly training was attended by the Interim Human Resources Director. Training was provided by the Government's Division of Personnel designed to ensure that HR professionals within the semi-autonomous organizations are informed of current regulations and processes, along with any updates, necessary for success in the industry.

*Public Media Development & Marketing Conference (PMDMC)* – July 2022, the Board of Directors Chairman and the Chief Executive Officer attended PMDMC. This conference provided public media leaders access to valuable strategic steps designed to increase untapped or under-explored revenue. In addition, this conference provided actionable ideas and strategies that are

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meant to immediately drive more revenue for the station. By attending the PMDMC, the Chairman of the Board and CEO were able to connect and gain insight from other system professionals who are tackling the same industry issues.

*Public Radio Super-Regional Meeting* – The Super Regional Meeting was attended by the Chief Executive Officer in April 2022. This allowed for top executives and major stakeholders to meet and to discuss and collaborate on current, important pressing public media issues and the impact of technology on the public service mission.

*FEMA Grants Management Training* – Attending this training course in July 2022, the System's Disaster Recovery Specialist took this opportunity to stay up to date on recovery matters with the information provided from this training. They gave guidance and an in depth understanding of the processes and requirements for managing a FEMA grant and more.

#### **D. Provision of training to management level personnel ensure equal employment opportunity awareness and preventing discrimination.**

*Harassment and Bias Prevention Training* – All employees, to include management, receive the Harassment and Bias Prevention Training on an annual basis. The training is designed to build awareness about professional behaviors and defining boundaries in the workplace.

*Diversity and Sensitivity Training* – To ensure awareness of diversity all employees, to include management, are required to receive the annual Diversity and Sensitivity training. The training was designed to build awareness defining and providing information and examples for a better understanding the differences and sensitivity to diversity, equity, and inclusion in the workplace.

#### **E. Participation in Job Banks and Internet Programs**

The System listed all vacant positions on the Virgin Islands Public Broadcasting System website and on Department of Labor (DOL) job listing system. 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. In the System's participation of the Public Media Virtual Career Fair and the Division of Personnel Virtual Career Fair, this allowed the listing of all vacancies to be disseminated to a substantial range of career seeking participants, some of which desired a career path in broadcasting.