

VIRGIN ISLANDS PUBLIC BROADCASTING SYSTEM
Stations WTJX-TV and WTJX-FM
EEO PUBLIC FILE REPORT
For the period covering September 28, 2023 through September 30, 2024

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
<i>Director of Development & Fundraising</i> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Source St. Croix Avis Virgin Islands Daily News	4	3 Indeed 1 Website	10/2/2023 Indeed
<i>Marketing Director</i> St. Croix	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Source St. Croix Avis Virgin Islands Daily News Virgin Islands Consortium	3	2 Indeed 1 Website	11/13/2023 Indeed
<i>Special Assistant to COO</i> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Virgin Islands Source Virgin Islands Daily News Virgin Islands Consortium	1	1 Word of Mouth	1/8/2024 Word of Mouth (Referral)
<i>Chief Reporter</i> St. Croix	Exigent Hire	1	1 Word of Mouth	1/22/2024 Word of Mouth (Referral)

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<p><i>Director of Radio Operations</i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Source Virgin Islands Consortium</p>	<p>1</p>	<p>1 Website</p>	<p>1/29/2024 Website</p>
<p><i>Interstitial Producer</i> St. Thomas</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News St. Croix Avis Virgin Islands Source Virgin Islands Consortium</p>	<p>1</p>	<p>1 Word of Mouth</p>	<p>2/12/2014 Word of Mouth (Referral)</p>
<p><i>Production Supervisor</i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Department of Labor Indeed Virgin Islands Daily News St. Croix Avis Virgin Islands Source Virgin Islands Consortium</p>	<p>3</p>	<p>2 Website 1 Indeed</p>	<p>4/22/2024 Indeed</p>
<p><i>Director of Radio Operations</i> St. Croix</p>	<p>Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor Virgin Islands Daily News St. Croix Avis Virgin Islands Source Virgin Islands Consortium</p>	<p>1</p>	<p>1 Website</p>	<p>4/29/2024 Website</p>

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<i>Marketing Director</i> St. Croix	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor Virgin Islands Daily News St. Croix Avis Virgin Islands Source Virgin Islands Consortium	1	1 Website	5/6/2024 Website
<i>Creative Strategist</i> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor	3	1 Website 2 Indeed	7/29/2024 Website
<i>Facilities Coordinator</i> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Facebook WTJX Instagram WTJX Twitter Indeed Department of Labor	6	2 Word of Mouth 4 Indeed	9/9/2024 Indeed
<i>Production Technician II</i> St. Thomas	Internal Posting Word of Mouth WTJX Website WTJX Instagram WTJX Facebook WTJX Twitter Indeed Department of Labor Virgin Islands Daily News St. Croix Avis Virgin Islands Source Virgin Islands Consortium	3	1 Indeed 1 Website 1 Word of Mouth	9/30/2024 Word of Mouth (Referral)

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Below is a listing of the **recruitment sources** used, as appropriate for each open position during this period, 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	Virgin Islands Daily News 9155 Estate Thomas St. Thomas, VI 00802 Terrance Jacobs (340) 774-8772 Ext. 335	0
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	0
4	Internal Posting Virgin Islands Public Broadcasting System – WTJX P.O. Box 7879 St. Thomas, VI 00802 Rolda Mason, Director of Human Resources (340) 774-6255	0
5	Word of Mouth Employee Referral	6
6	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	9
7	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
8	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

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9	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
10	Public Media Business Association (PMBA) 1300 Piccard Dr. Ste. LL 14 Rockville, MD 20850 Tom Foley (240) 503-2291	0
11	Indeed, Inc. 6433 Champion Grandview Way, Building 1 Austin, TX 78750 Kathleen Highsmith, Account Executive (512) 664-0778	13
12	Corporation for Public Broadcasting Jobline (CPB) 401 Ninth Street, NW Washington, DC 20004 Carole Mah 202-879-9600	0
13	Virgin Islands Source P.O. Box 224600 Christiansted, VI 00822 visource@gmail.com	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 internship opportunities for four (4) students within the following Programs:

- The Virgin Islands Legislature's Summer Youth Employment Program (SYEP) – Two students participated in this program from June 3rd to July 17th, 2024. The students were sponsored by the Offices of Senators Kenneth Gittens and Dwayne M. DeGraff.
- Department of Labor's "Work, Learn & Earn" Program – One student interned with this program for five weeks from July 1st to August 2nd, 2024.
- Department of Labor's "Labor Investing for Tomorrow" (LIFT) Program – One individual worked for an eight-week period from June 3rd to July 27th, 2024.

The System hosted these students at the St. Croix and St. Thomas facilities, where they were engaged for 30 hours each week and gained exposure to the broadcasting industry. They also learned about the operations of the various departments of the System and had the opportunity to learn skills contributing to their career path 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 – Six students on March 4, 2024. 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.
- Youth Stepping Up - Eight students – July 9, 2024. This program is sponsored by Project Promise and is designed to open doors of opportunity for at risk youth through a holistic approach to uplift, educate and empower them.
- Good Hope Country Day School – 30 students – May 22, 2024
- Juanita Gardine Elementary School – 30 students – March 27, 2024

These field trip and tour opportunities exposed participants to available career opportunities in broadcasting.

B. Career and Recruitment Fairs:

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

1. Department of Labor Career Fair: January 23, 2024 (St. Croix)
2. Department of Labor Career Fair: January 25, 2024 (St. Thomas)
3. University of the Virgin Islands Career and Recruitment Fair: April 10, 2024 (St. Croix)
4. *Department of Labor Career Fair*: June 12, 2024 (St. Thomas)

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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 sponsored during this reporting period include:

TechConnect 2024 – This event was attended by the Chief Executive Officer on April 11th and 12th. It was sponsored by Public Media Venture Group as a pre-NAB Show conference focused on technology and innovation for public broadcasters.

National Association of Broadcasters (NAB) Show 2024 Conference – The annual NAB trade show conference was attended by the Production Manager, and the Chief Executive Officer from April 13th to 17th. The NAB Show was a major source of obtaining a wealth of information and opportunities for growth in all areas of the modern broadcasting industry.

Public Media Business Association (PMBA) 2024 Annual Conference - This conference was attended by the Chief Financial Officer from May 28th to 31st. 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.

NPR Network Fly-in Summit - The Chief Executive Officer attended this gathering of station leaders from June 11th to 13th.

Human Resources Conferences and Webinars: The Director of Human Resources participated in Human Resources Conferences sponsored by the local chapter of the Society of Human Resources Management and the Public Sector Human Resources Association in August and September respectively. Throughout the year, the Human Resources Division also participated in webinars sponsored by the Division of Personnel, Public Media Business Association, and Human Resources Certification Institute.

D. All Employee Trainings:

Preventing Harassment and Discrimination Training – This is a mandatory annual training requirement which was issued in January 2024 to all employees and managers with a completion due date of April 5, 2024. The Harassment and Discrimination Prevention Training is designed to build awareness about professional behaviors in the workplace and define boundaries for a non-discriminatory and harassment-free environment.

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Diversity, Inclusion and Belonging Training – This training was issued in July 2024 to all employees, managers, and Board Members. The deadline for completing the required annual training is September 27, 2024. This year's diversity training was focused on "Inclusion and Belonging - Addressing our Biases", as we consider the value of individual differences and demonstrating sensitivity to diversity 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 that also updates to Instagram, Facebook and Twitter. 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 the Indeed platform which has proven to be a very effective source in recruiting qualified individuals. Additionally, through participation in national public media job listings, the System has an opportunity to disseminate vacancy notices to a wide range of applicants in the broadcasting industry.