

## Catholic Broadcasting Northwest, Inc. Equal Opportunity Employment Program

Radio Station KBVM-FM serves the Portland, Oregon community and provides employment opportunity to all job applicants. The station operates to ensure the maximum available community resources are utilized to generate qualified job applicants from all segments of our ethnically diverse community.

The following outlines the station's program of policies and procedures to assure all qualified candidates, both within and outside the community we serve, who might be interested in employment with our company, can learn about and apply for any positions that might become available.

1. We maintain and update a list of recruitment resources utilized to generate applicants for every full-time job opportunity
2. When positions are open, announcements are broadcast for both jobs that are skill specific and also those which do not require broadcast skills in the technical and professional areas
3. Full-time employment opportunity notices are widely distributed and dated copies retained
4. All full-time existing staff are notified of any new openings and are encouraged to apply themselves if they are interested and believe they qualify or to refer acquaintances that might be qualified
5. The station's web site and a national Catholic Radio Association website is employed
6. Local and Catholic newspapers are notified and paid advertisements are purchased
7. Catholic Broadcasting Northwest, inc. coordinates efforts to monitor and ensure the execution of this plan by training and updating staff on EOE issues
8. Catholic Broadcasting Northwest attempts an internship program with a the University of Portland, whenever there are students interested working with a local Catholic broadcasting program. Catholic Broadcasting Northwest works with Communications personnel at UofP to conduct tours and discussions of our operations with those students
9. CBNW provides to many local Catholic grade and high schools the opportunity to participate in our DJ for a Day program which allows each school to auction a morning or afternoon for a school-aged child and parent to work in the studio and see and participate in a 'regular' broadcast day.
10. The Station extensively employs volunteers, several of whom have successfully been offered jobs in the past

The following recruitment resources are utilized to fill vacancies:

1. In-House Staff Volunteers
2. Catholic Radio Association at [www.catholicradioassociation.org](http://www.catholicradioassociation.org)
3. Catholic Broadcasting Northwest at [www.kbvm.fm](http://www.kbvm.fm)
4. KBVM Broadcast
5. Craig's List
6. Willamette Valley Development Directors (WVDO)
7. Oregon Association of Broadcasting

8. Institute for Non-Profit Management

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