

**EEO ANNUAL PUBLIC FILE REPORT  
ENTERCOM PORTLAND**

**This report covers full-time vacancy recruitment for the period of November 17, 2017 through September 30, 2018**

<b>Employment Unit:</b> Entercom License, LLC	<b>Address:</b> Entercom License, LLC 0700 SW Bancroft St Portland, Or 97239	<b>Contact Person/Title:</b> Bill Ashenden Vice President/Market Manager
<b>Unit Members, Community of License:</b> KFXX-AM, Portland, OR KGON-FM, Portland, OR KNRK-FM, Camas, WA KRSK-FM, Molalla, OR KWJJ-FM, Portland, OR KYCH-FM, Portland, OR KMTT-AM, Vancouver, WA	<b>Telephone Number:</b> 503-535-0335	<b>E-mail Address:</b> Bill.Ashenden@Entercom.com

**1. Full-Time Job Vacancies Filled by the Employment Unit:**

	Title and Hire Date	Recruitment Source Referring Hire	Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List)
A	Account Executive	Industry Referral	1-75
B	Promotions Coordinator	Indeed	1-74
C	Event Coordinator	Current Employee	1-75



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D	Director of Data Management	Industry Referral	1-75
E	Continuity Coordinator	Entercom.com	1-74
F	Sales Assistant	Employee Referral	1-74
G	Promotions Coordinator	Former Employee	1-74
H	Sales Administration Manager	Entercom.com	1-74
I	Sales Assistant	Entercom.com	1-74
J	Sales Manager	Industry Referral	1-75
K	Receptionist	Entercom.com	1-74
L	Director of Marketing	Employee Referral	1-74
M	Sales Assistant	Entercom.com	1-74
N	On Air Personality	Industry Referral	1-74



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O	Digital Art Director	Employee Referral	1-75
P	Account Executive	Entercom.com	1-75
Q	Account Executive	Entercom.com	1-75



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## 2. Recruitment Sources

### OUTREACH ORGANIZATIONS

#	Name	Organization	Contact Information	Did Entercom contact organization to request to send job vacancy information?	Did organization contact Entercom to request job vacancy information?	Total Number of Interviewees Referred
1	Roy Jay	African American Chamber of Commerce of OR	blackchamber@usa.net 503.796.0777	Yes	No	0
2	Natasha Cannon	Art Institute of Portland	aipjobs@aii.edu nlcannon@aii.edu 503.228.6528	Yes	No	0
3	B Bilton	Art Institute of Seattle	ais_jobs@aii.edu 206.448.0900	Yes	No	0
4	Daniel Chi	Asian health & Service Center	dchiu@ahscpx.org 503.872.8822	Yes	No	0
5	Shirley Miller	Bates Technical College	skmiller@bates.ctc.edu 253.680.7240	Yes	No	0
6	Teresa McClane	Bellevue Community College	careers@bellevuecollege.edu 425.564.5605	Yes	No	0
7	Maria Ramirez	Black United Fund of Oregon Inc	mramirez@bufor.org 503.282.3482	Yes	No	0
8	Helen Doherty	Blue Mountain Community College	Helen.doherty@bluecc.edu 541.276.9050	Yes	No	0
9	Student Services	California State University Chico	ldferguson@csuchico.edu 530.898.4636	Yes	No	0
10	Peter Paskill	Career Makers	ppaskill@hranswers.com Peter@careermakers.com 503.885.9815	Yes	No	0



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11	Heather Selek	Cascade AIDS Project	hsalek@cascadeaids.org 503.223.5907	Yes	No	0
12	Courtney Carlson	Central Oregon Community College	careerservices@cocc.edu 541.383.7501	Yes	No	0
13	Jane Estrada	Chemeketa Community College	jobplacement@chemeketa.edu 503.399.5026	Yes	No	0
14	Christine Lau	Chinese Social Service Center	info@ahscpx.org 503.872.8822	Yes	No	0
15	Melissa Alvarez	City University	careers@city.edu 800.474.6850	Yes	No	0
16	Jackie Hubka	Clackamas Community College	career@clackamas.edu 503.657.6958	Yes	No	0
17	Scott Clemens	Clark College	workforce@clark.edu sclemens@clark.edu 360.992.2902	Yes	No	0
18	Joanie Weatherly	Clatsop Community College	cwedirector@clatsopcc.edu 866.252.8767	Yes	No	0
19	Peg Caliendo	Columbia Gorge Community College	Pcaliendo@cgcc.edu 541.506.6024	Yes	No	0
20	Meagan Bouslaugh	Concordia University	mbouslaugh@cu-portland.edu 503.288.9371	Yes	No	0
21	Tamra Russell	Confederated Tribes of Siletz	TamraR@ctsi.nsn.us 503.238-1512	Yes	No	0
22	Amelia Tewee	Confederated Tribes of Warm Springs	personnel@wstribes.org 541.553.3262	Yes	No	0
23	Patti Girard	Eastern Oregon University	career@eou.edu 541.962.3588	Yes	No	0
24	Marsha Pack	Exceed Enterprises	marshap@exceedpdx.com 503.652.9036	Yes	No	0
25	Sherri Tantleff	Full Sail Real World Education	stantleff@fullsail.com 866.807.3140	Yes	No	0
26	Christee Wise	George Fox University	careers@georgefox.edu 503.538.8383	Yes	No	0



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27	Kathleen McKay	Goodwill Industries	kmckay@gicw.org 503.239.1706	Yes	No	0
28	Alijandra Cardona	Hispanic Metropolitan Chamber of Commerce	Acardona@hmccoregon.com 503.222.0280	Yes	No	0
29	Careers	IRCO	jobs@IRCO.org 503.234.1541	Yes	No	0
30	Dixie McKeel	Japan-America Society of OR	dmckeel@jaso.org 503.228.9411	Yes	No	0
31	Chuck Imperial	Latino Journalist of California	cimperial@kchcc.org 661.633.5495	Yes	No	0
32	Marie Day	LDS Employment Services	Wel-ec-beaverton@ldschurch.org 503.643.5654	Yes	No	0
33	Career Center	Lewis & Clark College	careers@lclark.edu 503.768.7110	Yes	No	0
34	Career Center	Linfield College	career@linfield.edu 503.434.2200	Yes	No	0
35	Lynn Brown	Marylhurst College	lbrown@marylhurst.edu 503.636.8141	Yes	No	0
36	Dawn Forrester	Mount Hood Community College	dforrester@mhcc.edu 503.491.6422	Yes	No	0
37	John Wong	Northwest China Council	johnw@nwchina.org 503.973.5451	Yes	No	0
38	Bill Moore	OAB	bmoore@theoab.org 503.443.2299	Yes	No	0
39	Matt Rutter	OAME	Matt@oame.org 503.249.7744	Yes	No	0
40	Information	Ohio Center for Broadcasting	info@beonair.com 216.447.9117	Yes	No	0
41	Kay Copeland	Pacific NW College of Art	kcopeland@pnca.edu 503.226.4391	Yes	No	0
42	Julie Burris	Pacific University	careerc@pacificu.edu 503.352.2877	Yes	No	0
43	Stephanie Murphy	PAF	Stephanie@portlandadfed.com 503.224.2623	Yes	No	0



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44	Melissa Kunde	PARC	info@portlandradio.org 503.261.1880	Yes	No	0
45	Jeane Gustafson	Pioneer Pacific College	cplacement@pioneerpacific.edu 503.682.3903	Yes	No	0
46	Gary Coleman	Portland Community College	gcoleman@pcc.edu 971.722.4558	Yes	No	0
47	Students	Portland Community College –Student Employment	stujobs@pcc.edu	Yes	No	0
48	Elizabeth Kurtz	PHC Northwest - Portland Habilitation Center	EKurtz@phcnw.com 503.261.1266	Yes	No	0
49	Dee Thompson	Portland State University	askcarc@pdx.edu 503.725.4613	Yes	No	0
50	Michael Patrick	Regent University	careerservices@regent.edu 757.226.4353	Yes	No	0
51	Barbara McAuley	Rogue Community College	bmcauley@roguecc.edu 541.956.7091	Yes	No	0
52	Liz Eslinger	SE Works, Inc	eeslinger@seworks.org 503.772.2315	Yes	No	0
53	Nick Gallo	Self Enhancement Inc	Nickg@selfenhancement.org 503.249.1721	Yes	No	0
54	Julie Sobrito	SMPTE	customerservice@jobcontrolcenter.com 914.205.2384	Yes	No	0
55	Don Walters	SMS Services	alliance@pcc.edu 503.232.7684	Yes	No	0
56	Scott Jones	Society of Broadcast Engineers	kjones@sbe.org 317.846.9000	Yes	No	0
57	Career Services	Southern Oregon University	Careerservices@sou.edu	Yes	No	0
58	Scott McWilliams	The Freeform Radio Initiative	smcwilliams@thefreeformradioinitiative.org	Yes	No	0
59	Pat Ferris	University of Oregon	pferris@uoregon.edu 541.346.3214	Yes	No	0
60	Clair Prichard	United Cerebral Palsy of Oregon	CPrichard@UCPAORWA.org 503.777.7186	Yes	No	0



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61	Meesha Purcell	Urban League of Portland	mpurcell@ulpdx.org 503.280.2626	Yes	No	0
62	Terry Lawwill	Vancouver Chamber of Commerce	tlawwill@vancouverusa.com 360.694.2588	Yes	No	0
63	Nelle Cornelison	Walla Walla College	career@wallawalla.edu 509.527.2664	Yes	No	0
64	Sandie Maki	Washington State Association of Broadcasters	wsabjobbank@earthlink.net 360.705.0774	Yes	No	0
65	Heidi Benjamin	Washington State University	careerservices@wsu.edu 509.335.3424	Yes	No	0
66	Theresa Kurtak	Watoto wa Dunia	watotowadunia@gmail.com 503.285.0453	Yes	No	0
67	Glen Miller	Western Oregon University	slcd@wou.edu 503.838.8432	Yes	No	0
68	Connie Ralph	Willamette University	Cs-job-postings@willamette.edu 503.370.6300	Yes	No	0
69	Beverly Kimble	Worksource Washington	tredmon@eds.wa.gov 360.735.5000	Yes	No	0
70	Chris Forney	YWCA	cforney@ymca-pdx.org 503.294.7400	Yes	No	0

#### **COMPANY POSTINGS AND WEBSITES**

71	Madison Barnwell & Mandy Goetz	Entercom.com	Mandy.goetz@entercom.com	610-660-5634	47
72	Madison Barnwell	In-house postings/Current Employees	Madison.barnwell@entercom.com	503-535-0490	11

#### **ADVERTISING**

73	On-Air Radio Ads	Entercom Portland Radio Advertisement <i>KFXX, KGON, KNRK, KRSK, KYCH, KWJJ</i>	0
74	Indeed	www.Indeed.com	11
75	LinkedIn	www.Linkedin.com	2



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<b>JOB FAIRS</b>		
Entercom Virtual Career Fair		0
Diversity Employment Day Career Fair - Winter		1
Lewis & Clark Career Fair		0
Clackamas Youth Career Expo		0
Clackamas Community College Career and Service Learning Fair		0
Diversity Employment Day Career Fair - Summer		0

<b>OTHER SOURCES</b>		
Former Employee		2
Industry Referral		9
Employee Referral		7
County Air Check		1
Glassdoor.com		1



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### 3. Supplemental Recruitment Initiatives.

Initiatives		Date	Location	Description	Titles of Employees Involved
1	Internship Program	Periodically throughout the year	Entercom Portland	Entercom Portland offers internships at the radio stations in our Promotions, Programming, and accounting departments. Interns must be college students and receive college credit for the internships. The Promotions Directors and the Programming Directors oversee the internships to evaluate the interns and ensure they are receiving information and education. Internships are ongoing throughout the year.	Production Program Directors Human Resources
2	Job Shadow Program	Periodically throughout the year	Entercom Portland	Entercom Portland offers job shadows at the radio stations in our Promotions, Sales and Programming departments. These one day job shadows are for high school and college students and who are receiving school credit for attending. The students shadow our employees throughout the day to learn about jobs in radio.	Director of Programming Promotions Director Business Manager Director of Sales
3	On-Air EEO Policy and Invitation to Receive Job Openings	Periodically throughout the year	Entercom Portland	Entercom Portland airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Portland Metro area of Entercom's EEO policy and invite all organizations to be a part of our recruitment process.	Assistant Controller Air-Talent Production Traffic Coordinators Human Resources
4	Manager EEO Training	Periodically throughout the year	Entercom Portland	Managers are trained regarding EEO compliance rules, and are given forms and policy memos. All Department heads are expected to adhere to the EEO rules and complete all necessary EEO paperwork for each new hire.	EEO Administrator/HR Department Heads
5	Entercom Virtual Career Fair	November 2017	Virtualcareerfair.com	Entercom Portland participated in the 1 <sup>st</sup> annual Entercom Virtual Career Fair. Entercom Markets and their clients throughout the country were able to submit open positions for hire and job seekers could search for jobs based on location. Through this site job seekers could submit cover letters, resumes and chat with hiring managers about open positions. Hiring managers and job seekers participated in phone screenings and interviews through the website.	Director of Sales Sales Managers Account Executives Sales Assistants Human Resources
6	Diversity Employment Career Fair	February 21, 2018	Portland Expo Center Portland, OR	Entercom Portland participated in the City Career Fair. The Human Resources Manager greeted job seekers and handed out station information along with a list of current job openings, as well as answered questions about job opportunities in radio and collected resumes.	Human Resources Events Manager



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7	Lewis & Clark Career Fair	February 22, 2018	Stamm Hall Lewis & Clark College Portland, OR	Entercom Portland participated in the Career Fair and met with hundreds of college students. The Human Resources Manager handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Human Resources
8	Clackamas Youth Career Expo	February 22, 2018	Clackamas Community College Oregon City, OR	Entercom Portland participated in the Career Fair and met with hundreds of high school students. The Human Resources Manager & Promotions Assistants handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Human Resources Promotions Assistant
9	Clackamas Community College Career and Service Learning Fair	May 9, 2018	Clackamas Community College Oregon City, OR	Entercom Portland representatives attended the career fair and met with several attendees, including college students. Entercom representatives handed out information about available job openings and internships. They also collected resumes and job applications from potential candidates and answered questions about careers in radio and opportunities at Entercom.	Director of Promotions Promotions Assistants
10	EEO Breakfast	August 16, 2018	Entercom Portland	Entercom Portland hosted a breakfast for our Recruitment Source contacts. Managers discussed the opportunities available and provided an overview on their specific departments. A station tour was provided. Recruitment Sources were strongly encouraged to refer candidates for our open positions.	Human Resources
11	Diversity Employment Career Fair	August 23, 2018	Portland Expo Center Portland, OR	Entercom Portland participated in the City Career Fair. The Human Resources Manager greeted job seekers and handed out station information along with a list of current job openings, as well as answered questions about job opportunities in radio and collected resumes.	Human Resources



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