



WASHINGTON, D.C. OFFICE
 flour mill building
 1000 potomac street nw
 suite 200
 washington, d.c. 20007-3501
 TEL 202 965 7880 FAX 202 965 1729

anchorage, alaska
 beijing, china
 new york, new york
 portland, oregon
 seattle, washington
 GSBLAW.COM

G A R V E Y S C H U B E R T B A R E R

A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

Please reply to COLIN BLACK ANDREWS
 candrews@gsblaw.com
 TEL EXT 1736

April 26, 2017

Our File No. 21020-00100-61

VIA HAND DELIVERY

EEO Staff
 Attention: Lewis C. Pulley, Assistant Chief
 Policy Division, Media Bureau
 Federal Communications Commission
 445 12th Street, S.W.
 Washington, DC 20554

RECEIVED - FCC

APR 26 2017

**Federal Communications Commission
 Bureau / Office**

STAMP & RETURN

Re: WGPO(FM), Grand Portage, MN
 Facility ID # 174256
 Cook County Community Radio Corporation
 EEO Audit Response

Dear Mr. Pulley:

On behalf of Cook County Community Radio Corporation, licensee of Radio Station WGPO(FM), Grand Portage, Minnesota, I transmit herewith its Response to the EEO Audit in connection with your letter of February 8, 2017, which requested information about WGPO's EEO Program and your email to me dated March 10, 2017 extending the deadline to April 27, 2017. Please note that the attached Response provides information on behalf of the below-listed stations within the same employment unit.

WGPO(FM), Grand Portage, MN, Facility ID # 174256
 WKEK(FM), Gunflint Lake, MN, Facility ID # 176648
 WTIP(FM), Grand Marais, MN, Facility ID # 55568

Kindly communicate any questions directly with this office.

Very truly yours,

Colin Black Andrews

CBA:cll

Enclosure

cc: Mr. Lewis C. Pulley (pdf copy via email to Lewis.Pulley@fcc.gov)
 Ms. Estella Salvatierra (pdf copy via email to Estella.Salvatierra@fcc.gov)

Cook County Community Radio Corporation
P.O. Box 1005, Grand Marais, Minnesota 55604

April 26, 2017

EEO Staff, Policy Division
Media Bureau
Federal Communications Commission
445 12th Street, S.W.
Washington, DC 20554

Re: WGPO(FM) – NCE, Grand Portage, Minnesota, Facility ID. 174256
EEO Audit Response

Cook County Community Radio Corporation (“Cook”), licensee of noncommercial educational FM broadcast station WGPO, Grant Portage, Minnesota, hereby responds to the letter dated February 8, 2017 from Lewis C. Pulley, Assistant Chief, Policy Division, Media Bureau.¹ The audit letter requests information about Cook’s compliance with its EEO obligations for station WGPO for the two most recent EEO reporting periods. This response provides information relating to the licensee’s employment unit (the “Unit”), which serves the following stations from the main studio location of WTIP:

WGPO(FM), Grand Portage, MN, Facility ID # 174256
WKEK(FM), Gunflint Lake, MN, Facility ID # 176648
WTIP(FM), Grand Marais, MN, Facility ID # 55568

Cook is not involved in any time brokerage agreements. The following are our responses to the questions in part 3 of the audit letter.

¹ The EEO Audit response was initially due on March 28, 2017, but this deadline was extended by 30 days to April 27, 2017 by Lewis Pulley via email on March 10, 2017.

(a) Copies of the Unit's two most recent EEO public file reports, described in Section 73.2080(c)(6). For any stations in the Unit that have websites, provide each web address. If the Unit's most recent EEO public file report is not included on or linked to on each of these websites, indicate each station involved and provide an explanation of why the report is not so posted or linked, as required by Section 73.2080(c)(6). In accordance with Section 73.2080(c)(5)(vi), provide the date of each full-time hire listed in each report provided. If the unit does not have its own website, but its corporate site contains a link to a site pertaining to the unit, then the unit's most recent EEO public file report must be linked to either the unit's site or the general corporate site, pursuant to 47 C.F.R. § 73.2080(c)(6).

Exhibit 1 contains the 2015 Annual EEO Report that covers the period from November 21, 2014, to November 20, 2015, as amended.

Exhibit 2 contains the 2016 Annual EEO Public File Report that covers the period from November 21, 2015, to November 20, 2016, as amended.

Cook's annual EEO Public File Reports are hosted on the station's website at www.wtip.org. They can be found by hovering over the "About" tab and selecting "Reports." This will open a webpage listing all of Cook's public reports, and the EEO reports are listed halfway down the page under the heading "EEO Reports."² A direct link to the most recent report is at:

<http://www.wtip.org/sites/default/files/2016%20WTIP%20ANNUAL%20EEO%20PUBLIC%20FILE%20REPORT.doc>

During the two years under review, the only position filled was the Development Assistant/Office Administrator. This individual was hired on May 5, 2015.

(b) For each Unit full-time position filled during the period covered by the above EEO public file reports, or since your acquisition of the Station, if after that period, dated copies of all advertisements, bulletins, letters, faxes, e-mails, or other communications announcing the position, as described in Section 73.2080(c)(5)(iii). However, to reduce your burden of responding to this audit, if you have sent a job notice to multiple sources, you may send us only one copy of each such notice, along with a list of the sources to which you have sent the notice.

² Both the 2015 and 2016 EEO Reports were amended in preparation for this response. As part of these amendments, three part-time hires that were listed as a full time hires were removed.

In addition, indicate in your response whether you retain copies of all notices sent to all sources used, as required by Section 73.2080(c)(5)(iii). For on-air ads that aired multiple times, you may send us one log sheet indicating when the ad aired and tell us the other times it aired instead of providing multiple log sheets. Also, tell us whether you have retained all the log sheets for each time the ad aired. We may ask for them for verification, but you need not provide them at this time. Include, however, copies of all job announcements sent to any organization (identified separately from other sources) that has notified the Unit that it wants to be notified of Unit job openings, as described in Section 73.2080(c)(1)(ii).

No organization asked that we send it notices about job openings. Exhibit 3 contains invoices and copies of ads relating to the recruitment for the Development Assistant/Office Administrator hired on May 5, 2015. Further documentation can be submitted upon request.

(c) In accordance with Section 73.2080(c)(5)(v), the total number of interviewees for each vacancy and the referral source for each interviewee for all full-time Unit vacancies filled during the period covered by the above-noted EEO public file reports.

Total number of individuals interviewed for the Development Assistant/Office Administrator position: 5

News Herald:	2
Boreal News:	2
AMPERS List Serve:	1

(d) Documentation of Unit recruitment initiatives described in Section 73.2080(c)(2) during the periods covered by the above-noted EEO public file reports, such as participation at job fairs, mentoring programs, and training for staff. Specify the Unit personnel involved in each such recruitment initiative. Also, provide the total number of full-time employees of the Unit and state whether the population of the market in which any station included in the Unit operates is 250,000 or more. Based upon these two factors, determine and state whether the Unit is required to perform two or four initiatives within a two-year period, pursuant to Sections 73.2080(c)(2) and (e)(3). If you have performed more than four initiatives, you may provide documentation for only four and summarize the rest instead of providing documentation for all of them. If we believe any of the initiatives you have documented are inadequate, we may ask for more information, but documentation for four is all we need at this time.

Because Cook has under 10 full time employees and is subject to the Small Market Exemption, the Unit was required to engage in at least two initiatives during the years

under review. During the two years under review, the stations were involved in the following initiatives:

1. Established an internship program designed to assist members of the community to acquire skills needed for broadcast employment:

Exhibit 4 includes relevant documentations and emails concerning Cook's partnership with Arrowhead Electric Cooperative in order to establish a summer intern program for area youth. This includes the initial grant letter from Arrowhead, a description of the program's goals, as well as a response survey that was completed by each of the five interns after their work with Cook.

Cook's 5 interns worked with the Unit through the summer of 2016. One intern was from a local college, while the other 4 were high school students. Supervision of the interns was provided by Cook's Program Director. The interns are typically involved with the programming and production of on-air content and also work on the technical aspects of running the station.

2. Established training programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.

Exhibit 5 contains documentation for various trainings Cook provided to staff and volunteers during the reporting period. This includes a summary of a year-long Deeper Reach Community Voices Project, which Cook hired an outside consultant to lead who worked with volunteers and community members and trained them in the basics of radio production. Participants were then able to create audio pieces that were broadcast on WTIP, increasing the diversity and community nature of the station's programming. The Exhibit also includes a schedule, invoice, and email announcing training sessions offered by a consultant and covered by Cook. The sessions were open to staff, and focused on on-air skills improvement, writing for radio, interview skills, and how to draft stories for on air broadcast.

As can be seen from its annual EEO public file reports, contained in Exhibits 1 & 2, Cook has performed more than the minimum of two initiatives required of stations with under 10 full-time employees in small markets. Cook has provided documentation sufficient to show compliance with FCC Rule 73.2080(c)(2). If additional information is required, more documentation can be provided upon request.

(e) Disclose any pending or resolved complaints involving the Station filed during the Station's current license term before any body having competent jurisdiction under federal, state, territorial or local law, alleging unlawful discrimination in the employment practices of the Unit on the basis of race, color, religion, national origin, or sex. For each such complaint, provide: (1) a brief description of the allegations and issues involved; (2) the names of the complainant and other persons involved; (3) the date the complaint was filed; (4) the court or agency before which it is pending or by which it was resolved; (5) the file or case number; and (6) the disposition and date thereof or current status. Note that all complaints must be reported, regardless of their status or disposition.

The station has not received any complaints alleging unlawful discrimination during the current license term.

(f) In accordance with Section 73.2080(b), from the first day of the Station's current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the responsibilities of each level of Unit management responsible for implementing Unit EEO policies and describe how the Unit has informed employees and job applicants of its EEO policies and program.

Cook is an Equal Employment Opportunity Employer. Cook's Station Manual has a section devoted to "Equal Employment Opportunity Employer and Freedom from Harassment." In this section, Cook prohibits any "unlawful discrimination or harassment on the basis of race, creed, religion, national origin, citizenship, sex, marital or parental status, age, physical or mental disability, or sexual preference or orientation." This policy also commits Cook to providing a "environment in which its employees and volunteers are treated with courtesy, respect and dignity" and states that the organization will "not tolerate or condone any actions by any person which constitute sexual harassment."

As seen in Exhibit 3, Cook job postings include the language that “WTIP is an equal opportunity employer.” Additionally, as part of the Station Manual, Cook has a Whistleblower Policy that is in place in order to encourage staff to report any “wrongful conduct” that might impact the organization’s “honesty and integrity.” This policy offers protections for anyone willing to come forward with any conduct that, among other issues, might go against the commitment to being an Equal Employment Opportunity Employer.

(g) In accordance with Section 73.2080(c)(3), from the first day of the Station’s current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit’s efforts to analyze its EEO recruitment program to ensure that it is effective and to address any problems found as a result of such analysis.

As discussed in response to question 3(f) above, Cook is committed to being an Equal Employment Opportunity Employer and promoting a workplace free from harassment. The hiring policies in the Station Manual are to be reviewed by the Board of Directors annually, and changed should any need arise.

In addition, Cook engages communications counsel to review and evaluate its annual EEO public file reports and who recommends changes to Cook’s management if problems were found in that review. Counsel’s recommendations are then implemented for future openings and recruitment initiatives.

(h) In accordance with Section 73.2080(c)(4), from the first day of the Station’s current license term (or the date the licensee became the owner, if after that date) until the date of this letter, describe the Unit’s efforts to analyze periodically its measures taken to examine pay, benefits, seniority practices, promotions, and selection techniques and tests to ensure that they provide equal opportunity and do not have a discriminatory effect. If the Unit has one or more union agreements, describe how the Unit cooperates with each union to ensure EEO policies are followed for the Unit’s union-member employees and job applicants.

All salaries for full-time staff are governed by the Station Manual, which is adopted by Cook’s Board of Directors. The Station Manual establishes a criteria for evaluating employee performance. New hires are evaluated 60 days after their start date, again after six months, and then subsequent evaluations occur annually. Based on this evaluation

process and the addition of increased responsibilities, employees are available to be awarded a Merit Raise, which is effective on the anniversary of their hire date.

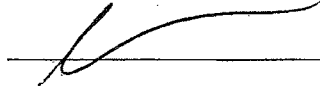
Cook is not involved in any union agreements.

(i) If your entity is a religious broadcaster and any of its full-time employees are subject to a religious qualification as described in Section 73.2080(a) of the rules, so indicate in your response to this letter and provide data as applicable to the Unit's EEO program. For example, for full-time hires subject to a religious qualification, only a record of the hire listed by job title and date filled, the recruitment sources used for the opening, and the source of the hiree must be provided. No other records are required for those hires. If five or more full-time positions are not subject to a religious qualification, the licensee must maintain and provide all records for such hires and complete the initiatives required under Section 73.2080(c)(2). Otherwise, a religious broadcaster is not required to perform these initiatives.

The licensee is not a religious broadcaster.

The undersigned declares under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Respectfully submitted,



Ann Possis
Secretary, Board of Directors
Cook County Community Radio Corporation

Exhibit 1
(2015 Annual EEO Public File Report)

2015 ANNUAL EEO PUBLIC FILE REPORT

Cook County Community Radio Corporation

Stations: WTIP(FM), Grand Marais, MN
 WGPO(FM), Grand Portage, MN
 WKEK(FM), Gunflint Lake, MN

Reporting Period: 11/21/14 to 11/20/15¹

No. of Full-time Employees: Between 5 & 10

Small Market Exemption: Yes

During the Reporting Period, one full time position were filled.
 The information required by FCC Rule 73.2080(c)(6) is provided below.

RECRUITING SOURCES USED

Job Title of Position: **Development Director**

Date of Hire: **May 5, 2015**

REFERRAL SOURCE	*	ADDRESS OF SOURCE	CONTACT PERSON AT SOURCE	TEL. NO. AND E-MAIL ADDRESS OF SOURCE
Cook County News Herald	N	PO Box 757 Grand Marais MN 55604	N/A	starnews@boreal.org
Boreal News	N	http://boreal.yclas.com/	N/A	http://boreal.yclas.com/
WTIP Web Site	N	www.wtip.org	Deb Benedict	www.wtip.org
AMPERS List Serve	N			ampers@lists.stcloudstate.edu
NFCB List Serve	N	Paonia, CO	Sally Kane	Sally@nfcbo.org

* Indicate "Y" (yes) or "N" (no) if the organization requested that the station provide it with notice of all job vacancies.

¹ This report was timely uploaded and placed in each station's local public file by December 1, 2015, however the report was later amended after review by communications counsel in order to remove a part-time hire and a promotion hire that were both listed as full time. The amended report was uploaded and placed in each station's local public file on April 26, 2017.

INTERVIEWEE REFERRAL SOURCE SUMMARY

Total Number of Persons Interviewed during the Reporting Period: 5

Recruitment Sources Used in Preceding Year	Number of Persons Interviewed that the Source Referred
News Herald	2
Boreal News	2
AMPERS list serv	1

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.*

3/18/15- Held an open house for community members who are interested in volunteer opportunities.

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

Community Producers Project –granted project thru 2015 with contracted coordinator Patrick Knight.
 Held a series of training sessions for community members:
 2-11, 3-4, 3-5, 5-28
 Held Community Producers Project training sessions every Wed from Sept –end of year. Patrick and other staff worked weekly with individual volunteer producers. Completed work on web page
<http://www.wtip.org/content/community-producers-project-1>

*Participated in **job banks, internet programs, and other programs** designed to promote outreach generally (i.e., that are not primarily*

The licensee participated in a variety of community outreach efforts during the reporting period. Station personnel met members of the community while providing outreach messaging

directed to providing notification of specific job vacancies).

and/or remote broadcasts for other organizations and at community events. Flyers about employment opportunities in broadcasting and volunteer opportunities are included as part of the packet of information the station brings to these events. Illustrative events and station personnel participating are:

6/19/15 – North House Folk School – Producer and two Hosts attended remote broadcast.

6/20/15 - Development personnel had booth at Grand Portage Wellness Fair

7/11/15 – Grand Marais Arts Festival – Program Director & News Reporter attended remote broadcast.

9/11-13/15 – Radio Waves Music Festival – all staff participated.

*Participated in **scholarship** programs designed to assist students interested in pursuing a career in broadcasting.*

6/15 – Association of Minnesota Public Radio Educational Radio Stations (“AMPERS”) Radio Network scholarship program – this organization of 17 Minnesota public radio stations awards a \$1,000 scholarship to a broadcast student affiliated with 1 of our stations.

*Established **training** programs designed to enable station personnel to acquire skills that could qualify them for higher level positions.*

WTIP conducted Studio Use and Policy sessions for staff and volunteers attended by 36 people on: April 14, 16, 18, 23, 24- 2015

Every Tuesday throughout 2015– held youth radio broadcast training sessions

February- April 2015 – Provided annual air check of on-air hosts. Hosts are critiqued on delivery, content, and style to improve their skills.

2/11, 7/1, 10/28/15 – Provided Pledge Drive training to volunteer on-air hosts and staff members.

8/27-28/15 – provided training to staff and youth radio participants on remote recording and editing, how to create features and story ideas. Contracted producer led workshop.

Throughout the year, a contracted project coordinator was involved in creating a training

program for WTIP volunteers and staff, as well as the community at large. Throughout the program, 72 audio pieces were created from 60 participants.

Monthly thru out year - On-air host input and training meeting conducted by staff and engineer to train new volunteers.

*Participated in at least 4 **events** or **programs** sponsored by **educational** institutions relating to career opportunities in broadcasting.*

1/22/15 – AMPERS training on underwriting and revenue development attended by WTIP’s Executive Director and Development Director

6/25-26/15 – Executive Director, Development Director, Program Director and Board Secretary attended 2 days of workshops at the National Federation of Community Broadcasters conference in St. Paul

9/14-17/15 – Exec Director attended FEMA workshop/training at Grand Portage with over 100 emergency state and Canadian personnel to learn systems in emergency training and operations

3/18/15– Open House at Station – with WTIP’s News Director, Development Director, Volunteer Coordinator, Program Director. Open house to public/community to learn about WTIP and volunteer opportunities at the station.

*Participated in **other** activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.*

Exhibit 2
(2016 Annual EEO Public File Report)

2016 ANNUAL EEO PUBLIC FILE REPORT

Cook County Community Radio Corporation

Stations: WTIP(FM), Grand Marais, MN
WGPO(FM), Grand Portage, MN
WKEK(FM), Gunflint Lake, MN

Reporting Period: 11/21/15 to 11/20/16

No. of Full-time Employees: Between 5 & 10¹
Small Market Exemption: Yes

During the Reporting Period, no full time positions were filled.

INITIATIVES

The employment unit engaged in the following broad outreach initiatives in accordance with various elements of FCC Rule 73.2080(c)(2):

*Participated in at least 4 **job fairs** by station personnel who have substantial responsibility in making hiring decisions.*

12/10/15- Held an open house volunteers.

3/7/16 - Held open discussion/informational seminar with Bill Ratner At East Bay conference room for community members who are interested in volunteer opportunities.

3/25/16 – WTIP personnel attended Cook County High School job fair

*Established an **internship** program designed to assist members of the community to acquire skills needed for broadcast employment.*

5/1/16 – Established a summer intern program for area youth with funding from partner Arrowhead Electric Cooperative. Summer youth program consisted of 1 college age mentor who was a former WTIP Youth Radio Project participant and 4 area youth. All worked part time thru out June, July, August.

¹ This report was timely uploaded and placed in each station's local public file by December 1, 2016, however the report was later amended after review by communications counsel in order to remove a part-time hire that was listed as full time. The amended report was uploaded and placed in each station's local public file on April 25, 2017.

*Participated in **job banks, internet programs, and other programs** designed to promote outreach generally (i.e., that are not primarily directed to providing notification of specific job vacancies).*

The licensee participated in a variety of community outreach efforts during the reporting period. Station personnel met members of the community while providing outreach messaging and/or remote broadcasts for other organizations and at community events. Flyers about employment opportunities in broadcasting and volunteer opportunities are included as part of the packet of information the station brings to these events. Illustrative events and station personnel participating are:

3/25/16 – WTIP personnel attended Cook County High School job fair

6/11/16 – staff participated in BWCAW Expo At Seagull Lake Conference Center.

6/24/16 – North House Folk School – Producer and two Hosts attended and produced remote broadcast.

6/18/16 - Development personnel had booth at Grand Portage Wellness Fair

7/9/16 – Grand Marais Arts Festival – Program Director & News Reporter produced remote broadcast.

8/31/16 – 8 staff and volunteers broadcast live from the MN State Fair all day

9/9-11/16– Radio Waves Music Festival – all staff participated.

*Participated in **scholarship programs** designed to assist students interested in pursuing a career in broadcasting.*

6/16 – Association of Minnesota Public Radio Educational Radio Stations (“AMPERS”) Radio Network scholarship program – this organization of 17 Minnesota public radio stations awards a \$1,000 scholarship to a broadcast student affiliated with 1 of our stations.

*Established **training programs** designed to enable station personnel to acquire skills that could qualify them*

3/8/16 Held training with Bill Ratner at studio for production personnel.

for higher level positions.

4/29 & 4/30 – Executive Director participated in County emergency management conference.

Every Monday thru out 2016– held youth radio broadcast training sessions

February- April 2016 – Provided annual air check of on-air hosts. Hosts are critiqued on delivery, content, and style to improve their skills.

6/6-7/16 – Provided 4 sessions of Pledge Drive training with contracted professional to volunteer on-air hosts and staff members.

5/24-26/16 – provided 4 training sessions to staff and youth radio participants for on-air skills improvement, writing for radio, interview skills, how to create features and story ideas. Contracted producer Kate Smith led workshops.

Quarterly or as needed thru out year - On-air host input and training meeting conducted by staff and engineer to train new volunteers.

Participated in at least 4 events or programs sponsored by educational institutions relating to career opportunities in broadcasting.

1/21/16 – AMPERS training – Engineers conference attended by WTIP’s Executive Director and Engineer

8/24/16 – State of MN Legacy Program – training – attended by Executive Director via on line live training

Participated in other activities designed by the station employment unit reasonably calculated to further the goal of disseminating information as to employment opportunities in broadcasting to job candidates who might otherwise be unaware of such opportunities.

3/16/16 Open House at Station – with WTIP’s News Director, Development Director, Volunteer Coordinator, Program Director. Open house to public/community to learn about WTIP and volunteer opportunities at the station.

Exhibit 3

**(Documentation for Development Assistant/
Office Administrator hired on May 5, 2015)**

Cook County News-Herald

P.O. Box 757
 Grand Marais, MN 55604
 218-387-1025

Statement

Date
 4/30/15

To:
 WTIP Radio
 P.O. Box 1005
 Grand Marais MN. 55604

DUE UPON RECEIPT

Date	Description	Amount	Balance
03/31/15	Balance forward		-157.44
04/04/15	Display Ad/Business-Fingerstyle Masters --- Display \$96.00	96.00	-61.44
04/11/15	Display Ad/Business-Fingerstyle Masters --- Display \$96.00	96.00	34.56
04/18/15	Display Ad/Business-Help Wanted: Development Assistant --- Display \$64.00	64.00	98.56
04/25/15	Display Ad/Business-Help Wanted: Development Assistant --- Display \$64.00	64.00	162.56
<i>Need \$550 Budget Contract to be added</i>			
			Amount Due
			\$162.56

QUESTIONS WITH YOUR BILL?
 CALL KRIS AT (218)387-1180.

-387-44

2015 EEO

2015 Development Assistant/Office Administrator

Posted April 10-24th on Boreal Help wanted column

Posted April 10th on AMPERS Listserv

Posted April 16th and 23rd in Cook County News Herald

Position opening at WTIP Community Radio

Development Assistant / Office Administrator

Assist development director and station manager in developing, managing and implementing all fundraising activities to meet the financial goals of WTIP. These activities include, but are not limited to: underwriting, membership and membership drives, grant funding, promotional and fundraising events, marketing, planned giving, and major giving.

Skills and abilities:

Excellent communication skills, both written and oral.

Excellent customer service skills and ability to work in a team environment.

Detail oriented, possessing an appropriate level of math skills.

Ability to take direction, then work independently to complete the assigned tasks.

Computer skills:

Experience with Microsoft Word, Excel and Access.

Familiarity with Microsoft Publisher, Adobe InDesign, photo editing software and/or updating web content a plus, but will train if necessary

Education & Experience: Four year degree or equivalent experience.

Hours, Salary and Benefits: This is a part time position which could become full time as skills are acquired. Hourly rate based on experience. Some benefits.

To Apply: Please send cover letter and resume to Deb Benedict – radiodiva@wtip.org

For a full job description or further information contact

Deb Benedict at 218-387-1070 or radiodiva@wtip.org

Resumes accepted until April 24, 2015

Position begins May 4, 2015

WTIP is an equal opportunity employer.

From: ampers-bounces@lists.stcloudstate.edu on behalf of Debbie Benedict

[radiodiva@wtip.org]

Sent: Friday, April 10, 2015 12:16 PM

To: 'AMPERS mailing list'

Subject: [AMPERS] WTIP seeks Development Assistant

Attachments: Development Assistant 2015 final.doc
Position opening at WTIP Community Radio

Development Assistant / Office Administrator

Assist development director and station manager in developing, managing and implementing all fundraising activities to meet the financial goals of WTIP. These activities include, but are not limited to: underwriting, membership and membership drives, grant funding, promotional and fundraising events, marketing, planned giving, and major giving.

Skills and abilities:

Excellent communication skills, both written and oral.

Excellent customer service skills and ability to work in a team environment.

Detail oriented, possessing an appropriate level of math skills.

Ability to take direction, then work independently to complete the assigned tasks.

Computer skills:

Experience with Microsoft Word, Excel and Access.

Familiarity with Microsoft Publisher, Adobe InDesign, photo editing software and/or updating web content a plus, but will train if necessary

Education & Experience: Four year degree or equivalent experience.

Hours, Salary and Benefits: This is a part time position which could become full time as skills are acquired. Hourly rate based on experience. Some benefits.

To Apply: Please send cover letter and resume to Deb Benedict – radiodiva@wtip.org

For a full job description or further information contact

Deb Benedict at 218-387-1070 or radiodiva@wtip.org

Resumes accepted until April 24, 2015

Position begins May 4, 2015

WTIP is an equal opportunity employer.

Exhibit 4
(Documentation for Summer Intern Program)