

**EEO ANNUAL PUBLIC FILE REPORT
ENTERCOM SEATTLE**

This report covers full-time vacancy recruitment for the period of October 1, 2016 to September 30, 2017

Employment Unit: Entercom License, LLC	Address: Entercom License, LLC 800 5 th Ave Suite 1400 Seattle, WA 98104	Contact Person/Title: Jack Hutchison Vice President/Market Manager
Unit Members: KHTP-FM, Tacoma, WA KISW-FM, Seattle, WA KKWF-FM, Seattle, WA KNDD-FM, Seattle, WA	Telephone Number: 206-577-8600	E-mail Address: jhutchison@entercom.com

1. Full-Time Job Vacancies Filled by Employment Unit.

	Title	Recruitment Source Referring Hire	Recruitment Sources Utilized to Fill the Full-Time Vacancy (See #2: "Recruitment Sources for Corresponding List)
A.	Sales Assistant	Current Employee (PT to FT)	1-77
B.	Assistant Producer	Current Employee (PT to FT)	1-77
C.	Account Executive	Entercom.com	1-77
D.	Account Executive	Entercom.com	1-77
E.	Event Coordinator	Entercom.com	1-77
F.	Program Director	Industry Referral	1-80
G.	Sales Administration Manager	Indeed.com	1-77
H.	Account Executive	Current Employee (PT to FT)	1-77
I.	Producer	Current Employee (PT to FT)	1-77
J.	Traffic Manager	Indeed.com	1-77
K.	Marketing Assistant	Entercom.com	1-79
L.	Program Director	Industry Referral	1-79
M.	Digital Sales Manager	Hawthorne Recruiting	1-80



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	Human Resources	Affirmative Action Register	ads@aarjobs.com 314-863-2900	Yes	No	0
2	Staci Cockrell	American Broadcasting School	staci@radioschool.com 405-672-6511	Yes	No	0
3	Career Services	American School of Broadcasting	asbschool@msn.com 509-535-1010	Yes	No	0
4	Career Development	Apprenticeship & Non-Traditional Employment for Men and Women	bstatzel@rtc.ctc.edu 425-235-2212	Yes	No	0
5	Kelly Jackson	Art Institute of Seattle	aisjobs@aii.edu 206-239-2292	Yes	No	0
6	Shirley Miller	Bates Technical College	skmiller@bates.ctc.edu 253-680-7000	Yes	No	0
7	Jane Foster	Bellevue Community College	jfoster@bcc.ctc.edu 425-564-2476	Yes	No	0
8	Laurie White	Career Path Services	lwhite@careerpathservices.org 425-793-5740	Yes	No	0
9	Trudy Sorensen	Cascade People's Center	tsoresnen@lcsnw.org 253-591-5400	Yes	No	0
10	Kris Stark	Catholic Community Services	nwejobs@ccsww.org 206-328-5696	Yes	No	0
11	Pat Deutsch	Center for Career Alternatives	pdeutsch@ccawa.org 206-322-9080	Yes	No	0
12	Career Services	Central Area Motivation Program	gloriag@campseattle.org 206-812-4940	Yes	No	0
13	Maxine Herbert-Hill	Central Washington University	career@cwu.edu 509-963-1921	Yes	No	0
14	Kevin Chan	Chinese Information and Service Center	KevinC@cisc-seattle.org 206-839-1022	Yes	No	0
15	Career Services	City University	alumni@cityu.edu 425-709-7607	Yes	No	0
16	Career Services	Clark College	workforce@clark.edu 360-699-6398	Yes	No	0
17	Harry Vye	Clover Park Technical College	Harry.vye@cptc.edu 253-589-5800	Yes	No	0



18	Pam Morris	Commission on African American Affairs	pmorris@caa.wa.gov 360-753-0127	Yes	No	0
19	Human Resources	Commission on Asian American Affairs	capaa@capaa.wa.gov 360-725-5667	Yes	No	0
20	Job Board	Commission on Hispanic Affairs	Hispanic@cha.wa.gov 360-725-5661	Yes	No	0
21	Barb Tuininga	Crossroads Mini City Hall	btuininga@ci.bellevue.wa.us 425-452-2800	Yes	No	0
22	Advisory Center	Dept. of Army, Fort Lewis Civilian Personnel Advisory Center	jic@lewis.army.mil 253-967-5091	Yes	No	0
23	Lorrie Moe	Division of Vocational Rehabilitation	moel@dshs.wa.gov 206-368-4538	Yes	No	0
24	Community Service	DSHS/Community Services	bussepa@dshs.wa.gov 800-737-0617	Yes	No	0
25	Robin Hoffman	Eastern Washington University Media & Film	rhoffman@ewu.edu 509-359-6933	Yes	No	0
26	Career Center	Edmonds Community College	careeractioncenter@edcc.edu 425-401-9710	Yes	No	0
27	Makitta Gregory	Elizabeth City State University	mmgregory@mail.ecsu.edu 252-335-3287	Yes	No	0
28	Phylis Eagle-Oldson	Emma Bowen Foundation	Phylis.eagle-oldson@corporate.ge.com 202-637-4494	Yes	No	0
29	Steve Laing	Evergreen State College	laings@evergreen.edu 360-866-6000	Yes	No	0
30	James Lockhart	Goodwill Industries Seattle	goodwill@seattlegoodwill.org 206-239-1000	Yes	No	0
31	Richard Corak	Goodwill Industries Tacoma	rcorak@tacomagoodwill.org 800-584-7980	Yes	No	0
32	Tom Evans Krause	Green River Community College	tkrause@greenriver.edu 253-833-9111	Yes	No	0
33	Career Opportunities	Hearing Speech & Deafness	ab@hsrc.org 206-323-5770	Yes	No	0
34	Frank Murray	Hispanic American Achievers Program	fmurray@columbiabasin.edu 509-547-2557	Yes	No	0
35	Career Services	ITT Technical Institute	edelaurentis@itt-tech.edu 206-244-3300	Yes	No	0
36	Career Services	Lower Columbia Community College	schapman@lowercolumbia.edu 360-442-2331	Yes	No	0
37	Career Services	Mayor's Office for Seniors	Seniors@seattle.gov 206-684-0248	Yes	No	0
38	Career Services	Metro Center YMCA	jdonah@seattleyymca.org 206-382-5337	Yes	No	0
39	Marilyn Harris	Metropolitan Seattle Urban League	mharris@urbanleague.org 206-461-3792	Yes	No	0
40	Joseph Klemz	MLK Jr. Family Outreach Center	joeo@mlkspokane.org 509-455-8722	Yes	No	0



41	Steve Allwine	NATAS Northwest Chapter	natas@asi-seattle.net 206-575-3444	Yes	No	0
42	Ken Lee	National Association of Asian American Professionals	pr@naaapseattle.org 206-448-3853	Yes	No	0
43	Joseph Torres	National Association of Hispanic Journalists	nahj@nahj.org 206-662-7145	Yes	No	0
44	Nilda Muhr	National Hispanic Media Coalition	nmuhr@nhmc.org 626-792-6462	Yes	No	0
45	Career Services	Naval Station Everett	W_CNI_EVRT_NSE-N0-PAO- POCs_US01@navy.mil 425-304-5124	Yes	No	0
46	Career Services	North Seattle Community College	careerservices@sccd.ctc.edu 206-527-7656	Yes	No	0
47	Joanne Lisosky	Pacific Lutheran University	lisoskjm@plu.edu 253-535-7761	Yes	No	1
48	C. McKinney	Puget Sound Radio Broadcasters Association	cvmckinney@comcast.net 253-939-6080	Yes	No	0
49	C. Murotani	Rainier Work Source Affiliate	cmurotani@esd.wa.gov 206-721-5982	Yes	No	0
50	Career Services	Seattle Central Community College	studentjobs@sccd.ctc.edu 206-587-5422	Yes	No	0
51	Meredith Bane	Seattle Colleges	Meredith.bane@seattlecolleges.edu 206-934-6074	Yes	No	0
52	Career Services	Seattle Pacific University	cdcjobs@spu.edu 206-281-2018	Yes	No	0
53	Placement Center	Seattle University – Albers Placement Center	Pc-asbe@seattleu.edu 206-296-5687	Yes	No	0
54	Career Services	Seattle University	careerservices@seattleu.edu 206-296-6000	Yes	No	0
55	K. McRea	Seattle Vocational Institute	Kmcrae@sccd.ctc.edu 206-587-4950	Yes	No	0
56	Brian Murphy	Skagit Valley College	Brian.murphy@skagit.edu 360-416-7711	Yes	No	0
57	Internship Office	South Seattle Community College	ssccinternship@sccd.ctc.edu 206-764-7935	Yes	No	0
58	Ann Adams	St. Martin's College	aadams@stmartin.edu 360-438-4382	Yes	No	0
59	Carmetrus Parker	Tacoma Urban League	cparker@thetacomaurbanleague.org 253-383-2007	Yes	No	0
60	Video Production	The Art Institute of Seattle – Video Production	schaabd@aii.edu 206-239-2337	Yes	No	0
61	Job Board	Traffic Directors Guild of America	tdga@earthlink.net 949-429-7063	Yes	No	0
62	Academic & Career Advancement Center	University of Puget Sound	ces@ups.edu 253-879-3250	Yes	No	0



63	Career Center	University of Washington	thanrion@uw.edu huskjob@u.washington.edu 206-543-9107	Yes	No	0
64	Career Services	Walla Walla College	info@wallawalla.edu 509-527-2664	Yes	No	0
65	Jeanne Gallo	Washington Services for the Blind	Jeanne.gallo@dsb.wa.gov 206-684-4537	Yes	No	0
66	School of Comm Glenn Johnson	Washington State University	communication@wsu.edu 509-335-1556	Yes	No	0
67	Paula Bouwer	Washington Vocational Services	pbouwer@wvs.org 425-774-3338	Yes	No	0
68	Deborah Howell	Washington Women's Employment & Education	deborahh@wwee.org 253-474-9933	Yes	No	0
69	Debbie McFarland	Western Washington Indian Employment & Training Programs	Debbie@wwietp.org 253-879-9066	Yes	No	0
70	Effie Eisses Tina Loudon	Western Washington University	Effie.eisses@wwu.edu Tina.loudon@wwu.edu 360-650-3240	Yes	No	0
71	Career Planning	Whitworth College	careerservices@whitworth.edu 509-777-1000	Yes	No	0
72	J. House	Work Source Thurston County	jhouse@worksourcethurston.org 360-704-3600	Yes	No	0
73	Rolinda Alonzo	YWCA Pierce County	ralonzo@ywcapiercecounty.org 253-272-4181	Yes	No	0

COMPANY POSTINGS AND COMPANY WEBSITES

74	Corporate Representatives	Entercom.com (www.entercom.com)	mgoetz@entercom.com	610-660-5610	41
75	Madison Barnwell	Posted in Common Rooms/Internal Postings	mbarnwell@entercom.com	503.535.0490	0

ADVERTISING

76	Indeed.com	www.indeed.com	3
77	Radio Advertisement	KISW; KKWF; KNDD; KHTP	0
78	LinkedIn.com	www.Linkedin.com	0
79	All Access	www.allaccess.com	5



80	Hawthorne Recruiting	www.hawthornesearch.com	4
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JOB FAIRS		
Diversity Employment Day Job Fair (winter)	See Supplemental Recruitment Initiative # 5	0
University of Washington Spring Career Fair	See Supplemental Recruitment Initiative # 8	0
University of Washington Summer Career Fair	See Supplemental Recruitment Initiative # 9	0
Diversity Employment Day Job Fair (summer)	See Supplemental Recruitment Initiative # 10	0

OTHER ADVERTISING RESOURCES	
Employee Referral	3
Current Employee	14
Industry Referral	10

Total # of New Interviewees Referred:	81
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3. Supplemental Recruitment Initiatives

Initiatives		Location	Description	Titles of Employees Involved
1	Internship Program	Entercom Seattle	Entercom Seattle offers internships at the radio stations in our Promotions and Programming 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. 7 interns participated in this program.	Program Director Promotions Director Business Manager
2	Job Shadow Program	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 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	Entercom Seattle	Entercom Seattle airs recruitment advertisements on all stations, seeking applicants across all departments. Advertisements inform the Seattle area of Entercom's EOE policy and invite all organizations to be a part of our recruitment process.	Program Director Assistant Controller Air-Talent Production Traffic Coordinators
4	Manager EEO Training	Entercom Seattle	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 Department Heads
5	Diversity Employment Day Job Fair City Career Fair (winter)	Seattle Center Seattle, WA	Entercom Seattle representatives attended the Diversity Employment Job Fair. They met with over 200 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
6	Entercom's EEO Policy and Compliance Training	Web-Ex	Entercom's VP of Human Resources facilitates a training session on Entercom's Preventing Discrimination Policy and Procedure. The training also discusses Entercom's EEO Policy and Procedure and reviews the requirements that each market must complete in order to be in compliance.	VP of Human Resources All Entercom Markets



7	Preventing Discrimination, Harassment and Retaliation Management Training Seminar	Entercom Seattle	Entercom's VP of Human Resources facilitates a seminar for our managers and supervisors that covers Entercom's EEO policy, Entercom's FCC/EEO program requirements and managers' responsibilities, and Federal and State Employment Laws. The seminar also includes a review of Protected Classifications, managers' responsibilities in preventing discrimination, harassment and retaliation with applicants and employees, and Entercom's policy and procedures for employee complaints and responding to complaints.	All Station Managers and Supervisors
8	University of Washington Spring Career Fair	University of Washington Career Center Seattle, WA	Entercom Seattle representatives attended the University of Washington Career Fair. They met hundreds of 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
9	University of Washington Summer Career Fair	University of Washington Career Center Seattle, WA	Entercom Seattle representatives attended the University of Washington Career Fair. They met hundreds of 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	Diversity Employment Day Job Fair City Career Fair (Summer)	ShoWare Center Seattle, WA	Entercom Seattle representatives attended the Diversity Employment Job Fair. They met with over 200 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
11	EEO Breakfast	Entercom Seattle	Entercom Seattle hosted a breakfast for our recruitment source contacts. Representatives discussed the job 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 Assistant

