

NEW HAMPSHIRE PUBLIC BROADCASTING
ANNUAL EEO PUBLIC FILE REPORT
Stations WENH-TV, Durham / WEKW-TV, Keene / WLED, Littleton, New Hampshire
Reporting Period: December 1, 2024 – November 30, 2025

Equal Employment Opportunity Report

New Hampshire PBS (NHPBS) is dedicated to fostering an equitable workplace that supports fair employment practices, professional development, and community engagement. As a public broadcaster, we recognize the importance of reflecting the communities we serve, and we remain steadfast in our commitment to Equal Employment Opportunity (EEO).

Intern Program

NHPBS is committed to creating internship opportunities that encourage interest and participation in public media. Intern data during this reporting period.

- Total Interns: 11
 - Partner Universities:
 - University of New Hampshire
 - Boston University
 - Endicott College
 - Internship Terms:
 - Fall (24) / Winter (25): 2 positions
 - Spring (25) / Summer (25): 6 positions
 - Fall (25): 3 positions
 - Department Assignments:
 - Communications
 - Production
 - News/Content
 - Development & Fundraising

The program provides hands-on training in television production using cutting-edge HD technology, with interns supporting flagship productions such as *Windows to the Wild*, Pledge drives, development and fundraising initiatives, events, and special projects. Responsibilities included tasks like story research, interview scheduling, transcription, camera operation, set building, lighting, floor directing, graphic production, teleprompting, assistant directing, video editing with Adobe Premiere Pro, remote production using vMix, social media campaigns, email marketing, auction and event support, and web content management.

NHPBS enhanced its internship program by introducing hourly wages to encourage greater commitment from interns. Open to students pursuing careers in journalism, communications and broadcasting, the program provides academic credit or work-based experience while offering practical exposure across multiple departments, including Production, Local Content Development, Web/Digital, Communications, Educational Outreach, and IT. Through comprehensive training and hands-on experience, interns gain valuable skills and industry-relevant expertise, preparing them for future roles in public media.

Employment Opportunities

NHPBS had one full-time opening during the reporting period: Corporate Sales Manager

FULL TIME OPEN POSITIONS	Date Filled	Recruitment sources used to advertise vacancy	Recruitment source responsible for referring applicant hired for position	# of persons interviewed	# of interviewees referred by recruitment source
Corporate Sales Manager	01/27/2025	NHPBS Website (all social media) NH Ctr. Non-Profits Indeed.com Zip Recruiter	NHPBS Website/Referral	3	3
Recruitment Source		Address	Phone	Email/Contact	Type
NHPBS Website		268 Mast Road Durham, NH 03824	603-868-1100	jobs@nhpbs.org	Post to web and/all social media platforms including LinkedIn Instagram Facebook
NH Center for Non-Profits		194 Pleasant St. Suite 14 Concord, NH 03301	603-225-1947	cbean@nhnonprofits.org	Online job board
Zip Recruiter		Online service	877-252-1062	https://www.ziprecruiter.com	Online Job posting

Mentorship Program

To support new employees in their transition to NHPBS, we maintain a Staff Mentor Program. This initiative pairs new hires with experienced mentors from outside their immediate working groups for the first six months of employment. Mentors are selected based on organizational knowledge, length of service, and area of expertise. These mentorships provided new employees with essential guidance and helped integrate them into the culture of NHPBS, while supervisors offered department-specific orientation.

The Director of Studio Technologies, a 20+ year employee, was assigned to mentor the newest hire, Corporate Sales Manager. Assigning a mentor at a Director level provides the new hire the opportunity to ask questions, learn about the organization and understand the work culture so that they are feeling supported and are given the tools needed to successfully settle into the role.

The Director has set up monthly check-ins just to ensure a smooth transition into the work environment, offering the opportunity to ask questions, feel comfortable in the workspace and overall have a level of support other than the direct supervisor.

Training and Professional Development:

Throughout the reporting period, the staff of NHPBS participated in a variety of online trainings, webinars and in person conferences to engage with other professionals and enhance their skills.

During the Month of October, the entire organization participates in Cyber Awareness Training; hosted by the internal IT department of NHPBS. It includes online videos, interactive quizzes and information that enhances the safety all online interactions.

The Development Team attended three conferences:

- On-Air Fundraising Producer, Trac Media Conference, Jan. 2025
- Director of Development, CDP leadership Conference, April 2025
- Director of Development & Corporate Support Manager, PBS Annual Meeting May 2025.

IT Department participated in webinars and learning workshops:

- Information Technologist: "I'm Excited About Writing a Computer Policy" — Said Nobody Ever (TechSoup Events and Webinars) - 1/29/2025
- Information Technologist – Interconnection 101 – 2/27/2025
- Information Technologist - Fundraising and Event Planning with monday.com — Get Ready for Fiscal Year-End (TechSoup Events and Webinars) – 3/26/2025
- Information Technologist - Microsoft Workshop: 365 Donation Program Changes – 6/3/2025
- Information Technologist - PBS Standards Webinar: APA's Generative AI Best Practices Tool Kit – 6/25/2025
- Information Technologist - Monthly Cyber Peer Learning Community Meetings – 3/20/2025, 4/17/2025, 5/15/2025, 8/21/2025, 9/18/2025, 10/16/2025

Facilities Department

- Facilities Maintenance Coordinator – Excel Tutorial; Beginner course 7/2025; Intermediate level 8/2025.

Summary

At NHPBS, our mission extends beyond broadcasting; it includes fostering a workplace environment where all employees feel valued and empowered. Our ongoing programs and initiatives help us maintain a strong, collaborative organization aligned with the communities we serve.