



KXCI-FM  
Tucson, Arizona  
EEO Public File Report  
June 1, 2020 to May 31, 2021

The purpose of this EEO Public File Report ("Report") is to comply with Section 73.2080(c)(6) of the FCC's 2002 EEO Rule.

This Report has been prepared on behalf of the Foundation for Creative Broadcasting, Inc. dba KXCI-FM ("KXCI") of Tucson, Arizona. The annual EEO report is required to be placed in the public inspection file of this station and posted on KXCI.org.

**The information contained in this Report covers the time period beginning June 1, 2020 to and including May 31, 2021 (the "applicable period").** The FCC's 2002 EEO Rule requires that this report contain the following information:

A list of all full-time vacancies filled by the Station during the applicable period of June 1<sup>st</sup> 2020 to May 31<sup>st</sup> 2021

For each such vacancy, the recruitment source(s) utilized to fill the vacancy (including, if applicable, organizations entitled to notification pursuant to Section 73.2080(c)(1)(ii) of the EEO rule, which should be separately identified), identified by name, address, contact person, and telephone number. The recruitment source that referred the hire for each full-time vacancy during the applicable period, data reflecting the total number of persons interviewed for full-time vacancies during the applicable period and the total number of interviewees referred by each recruitment sources utilized in connection with such vacancies.

A list and brief description of the initiatives undertaken pursuant to Section 73.2080(c)(2) of the FCC rules.

During the period of June 1st 2020 to May 31st 2021 there were no full-time vacancies. An internal Interim-Executive Director position has been assigned and

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that current staff member will commence duties on June 1<sup>st</sup> 2021 as the current Executive Director has resigned and will depart as of June 1<sup>st</sup> 2021. The available Executive Director job position and description has been posted on the resource listings below and is attached here.

### KXCI Job Notification Resource List

KXCI contacts these organizations whenever it seeks to hire new employees. KXCI also notifies all current employees of any new, full-time job openings that they may want to apply for. Organizations can request to be added to this notification list by contacting Executive Director Cathy Rivers at (520) 623-1000 or by email at [Cathy@KXCI.org](mailto:Cathy@KXCI.org).

KXCI is an Equal Opportunity Employer and encourages women and minorities to apply for positions.

### Recruitment Sources

The Arizona Broadcasters Association: 426 North 44 Street. Suite 310, Phoenix Arizona 85008 Phone: (602) 252-4833

The Arizona Daily Star: 4850 South Parle Avenue. Tucson Arizona 85714 Phone: (520) 573-4343

The Tucson Weekly: 3280 East Hemisphere Loop. Suite 180 8S706 Phone:(520) 294-1200

Inside Tucson Business (Wick Communications)

KAMP Student Radio/University of Arizona 615 North Parle Avenue #101. Tucson Arizona 8S721 Phone:(520) 621-8002

Tucson Metro Chamber of Commerce

Tucson Hispanic Chamber of Commerce

Indeed.com

Monster.com

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CPB.com

NFCB.com

Linkedin.com

AZBiz.com

AFP of Southern Arizona

Facebook Nonprofit Happy Hour

Alexander and Carrillo Consulting

Ring Master Consulting

Supplemental Recruitment Activities Undertaken Covering the Period from June 1, 2020 to and including May 31, 2022:

Job Fairs: none (Due to Covid)

Career Days: none (Due to Covid)

Internship Programs: KXCI offers college and high school students the opportunity to learn the day-to-day workings of radio stations, both for college credit and (for high school) senior project completion. The program provides an opportunity for students to work in several areas, including production, editing recordings, marketing and promotional events, working the master control board, in- studio and field recordings, and various other activities that teach the skills needed for employment in the broadcast industry. Typical college internships last are 1 or 2 semesters and involve a minimum of 10 hours of work per school week. Typical high school internships last the senior year and involve total hours between 75 and 100 hours.

Interns:

Emily Dieckman (ASU/UofA) Gabriella Yedagari (Bennington College)

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## Training Programs:

KXCI offers regular adult broadcasting and podcasting classes in our community. These trainings provide hands-on training in station operations, equipment usage, and FCC broadcast regulations. While designed to provide volunteers for the station's pool of deejays, these trainings have led to employment in radio broadcasting for some participants over the years.

### Adult Trainings/Classes: 1

KXCI offers youth and teen training camps over the summer months. Students learn public speaking, microphone technique and station operations, equipment usage, and FCC broadcast regulations. The youth camps conclude with each student hosting their own radio broadcast on KXCI.

### Youth and Teen Trainings/Classes: 2

## KXCI Equal Opportunity Employment Narrative Statement

As a community radio licensee, KXCI-FM and the Foundation for Creative Broadcasting, embrace the responsibilities inherent in the Broadcast Equal Employment Opportunity Program.

As stated in our board-approved Employee Handbook (updated in 2017), we are "an Equal Employment Opportunity employer. It is against policy for any employee to discriminate against an applicant for employment or another employee on the basis of race, color, and religious creed, sex (including pregnancy), age, marital status, sexual orientation, national origin, or any other classification protected by applicable discrimination laws. Furthermore, no employees of FCB are to discriminate against any applicant or fellow employee on the basis of a disability or status as a disabled veteran or veteran of the Vietnam era. FCB will make reasonable accommodations, including modification of policies and procedures, in appropriate cases for qualified individuals with disabilities, if it can do so without undue hardship."

KXCI makes its best attempt to advertise all full-time vacancies locally, statewide and nationally through announcements that appear in newspapers and on applicable. Full-time vacancies are also posted at our website and announced on-

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air so our volunteers will have the opportunity to explore paid careers in broadcasting.

## KXCI Executive Director

### Job details

#### Salary

\$60,000 – \$70,000 a year

#### Job Type

Full-time

#### Number of hires for this role

1

### Full Job Description

KXCI Community Radio seeks a dynamic new Executive Director who brings a deep appreciation for the culture of the borderlands and non-commercial radio to lead our diverse and extraordinary team of volunteers and professionals to build on nearly 40 years of meaningful community engagement through radio.

### **About KXCI Community Radio**

KXCI is a diverse, independent, and community-based radio station serving Tucson and Southern Arizona. Founded in 1983, KXCI is committed to connecting the communities of Tucson and Southern Arizona to each other – and the world – with informative, engaging, and creative community-based programming. More than 35,000 listeners tune in to the station each week over the air and online. KXCI plays music from all genres and eras, as well as informative, locally-produced mini-programs, provided by 70+ volunteer DJ's and on-air hosts. The organization currently operates with a budget of approximately \$1M.

### **About the Position**

The Executive Director's (ED's) essential function is to manage and direct the day-to-day operations in order to execute the mission and vision of the station in alignment with organizational values.

The ED's overarching goal is to develop and grow the organization creatively, financially, and operationally.

The ED ensures that the talents and capabilities of station staff and volunteers are effectively utilized. The ED shares responsibility with the Board of Directors to build a productive partnership that ensures good governance, strategic planning, and stewardship of community resources. The ED represents the station to the Tucson and Southern Arizona communities and throughout the industry.

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Accordingly, the ED is responsible for cultivating relationships with the station's strategic partners, members, funders, and peer organizations.

### **Primary Duties**

**Personnel Management:** The ED is responsible for guiding the work of all full-time staff, part-time staff, and volunteers and furthering a positive work environment and organizational culture.

**Operations:** The ED has overall responsibility for station programming, program production, and compliance with FCC and CPB regulations. The ED is responsible for assuring maintenance and operability of broadcast equipment, and the maintenance and improvement of all station facilities.

**Financial Management:** The ED is responsible for budgeting and budget tracking, oversight of bookkeeping and audits, maintenance of records, grant tracking and reporting, and financial reporting to the Board of Directors and granting agencies.

**Fund Development:** The ED is responsible for ensuring sufficient funds are available for station operations through grant writing and reporting, maintaining relationships with granting agencies and organizations, donor development, and overseeing and implementing the organization's development plan, including membership development, donor cultivation, and recognition, and fundraising events.

### **Minimum Qualifications**

Media industry experience (non-commercial, radio preferred) – 3 years

Management & Supervisory experience – 3 years minimum / 5+ years desired

Proven experience working effectively with diverse communities and volunteers

Qualified candidates will demonstrate an ability to:

Further an organizational culture of equity and inclusion

Engage, amplify and appreciate the contributions of diverse volunteers

Communicate effectively, on-air and in-person; Spanish speaking a plus

Foster meaningful community collaborations

Develop strategies to engage new audiences

Motivate community support

Embrace and introduce new technology

Increase organizational capacity

Compensation & Benefits

This is an exempt, full-time position. Annual salary is between \$60,000 – \$70,000, depending on experience. Benefits include medical insurance and paid time off.

Application Process

**Interested candidates should apply through the Indeed portal.**

Please submit a resume and cover letter sharing your vision for the role of community radio in the borderlands.

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Applications will be reviewed as they are received. Apply by June 1 in order to be ensured consideration.

**KXCI is an Equal Opportunity Employer.**

It is our policy to ensure equal employment opportunities in accordance with all applicable local, state, and federal regulations and guidelines. Employment discrimination against employees, applicants, and volunteers due to race, color, religion, gender (including sexual harassment) or gender identity, ancestry, citizenship, sexual orientation, gender identity, national origin, disability, age, marital status, military or veteran status, economic circumstance, and any other characteristic protected by applicable law, is illegal.

**Job Type: Full-time**

**Pay: \$60,000.00 – \$70,000.00 per year**

**Benefits:**

Health insurance

Paid time off

Schedule: Monday to Friday

**Application Question(s):**

Can you demonstrate experience working effectively with diverse communities and volunteers?

**Experience:**

Media Industry: 3 years (Required)

Non-Commercial Radio: 1 year (Preferred)

Management/Supervisory: 3 years (Required)

**Work Location:**

One location

Work Remotely: Temporarily due to COVID-19

If you require alternative methods of application or screening, you must approach the employer directly at KXCI Search

Committee [kxcisearch@gmail.com](mailto:kxcisearch@gmail.com) to request this as Indeed is not responsible for the employer's application process.

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