

Double Helix Corporation  
 KDHX FM 88.1 – Saint Louis, MO  
 Facility 17380  
 Broadcast Equal Employment Opportunity  
 This station has more than 10 full-time employees  
 Public Inspection File Report  
 For the fiscal year 10-1-2012 to 9-30-2013

In the preceding year, the Employment Unit has engaged in:

<p>Continued an internship program designed to assist members of the community to acquire skills needed for employment in broadcast and other professions.</p>	<p>KDHX maintains an on-going internship program for students pursuing college degrees in communications, audio technology, marketing, graphic design, information technology, journalism or broadcasting. Interns are required to complete 190-210 (depending on the school curriculum) hours of work under the supervision of a broadcast, music processing, production, marketing or IT professional.</p> <p>Interns are recruited from Webster University, SIU-Edwardsville, University of Missouri – St. Louis, Southwestern Illinois Community College, Washington University and St. Louis University. KDHX also participates in international intern programs through various agencies. During the reporting period, KDHX eight interns from Webster University, three from the University of Missouri - Saint Louis, three from Washington University and two from Southwestern Illinois Community .</p> <p>The volunteer / intern coordinator has primary responsibility for the Program and the departmental managers directly manage their own interns.</p>
<p>Continued training programs designed to enable station personnel to acquire skills that could qualify them for higher-level positions.</p>	<p>Continued growth in the areas of professional competence on the part of employees is an essential part of the philosophy of the Double Helix Corporation. It is the corporate policy that educational experiences that are relevant to the tasks of employees will be encouraged and supported by the organization.</p> <p>Each employee is eligible to receive up to five (5) workdays per year paid educational leave. The employee must receive the prior approval of her or his immediate supervisor for educational leave. If funds are available, financial reimbursement is available or Double Helix Corporation may make direct payment for such activities when the development is directly related to the employee's organizational responsibilities. Such financial assistance may be dependent upon support granted the organization from a specified funding source and must be approved before leave begins. Additionally, employees are often asked to participate in conferences as presenters.</p> <p>With the increased availability of webinar training, much of our professional development is done via the Internet. Members of the staff have participated in a number of webinars hosted by Greater Public, the National Federation of Community Broadcasters and Asking Matters.</p> <p>Opportunities for attendance at industry and other conferences are made available to all employees based on the appropriateness of the conference to the employee's job duties. All expenses for the conference are paid by the organization and these are considered paid workdays. Among the conferences attended during this year are the Public Radio Program Director Conference, the Public Media Development and Marketing Conference, the Americana Music Association Conference, SXSW Interactive and Music Conferences, the Non-Commvention, the College Music Journal Conference,</p>

	<p>FMQB and the National Federation of Community Broadcasters Conference.</p> <p>The Executive Director is responsible for communicating the professional development opportunities to the employees as well as approving and funding specific employee programs.</p>
Listed each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.	All full-time openings are listed through the St. Louis Post Dispatch with Yahoo HotJobs. Jobs are all listed on the KDHX website. Some full-time jobs are listed on Craigslist St. Louis and the Saint Louis American newspaper. The executive director is responsible for posting upper level openings.
Participated in diversity awareness training.	The Double Helix board of directors and management staff attended a two-hour diversity training presented by the Diversity Awareness Partnership of St. Louis. This training also included a comprehensive survey of the participants to determine their current awareness of diversity issues.

One full-time positions were filled between 10/1/12 and 9/30/13

Date of Hire	Job Title	Recruitment Source Referring Hiree
June 1, 2013	Underwriting Executive	This was an emergency hire due to the resignation of the sole underwriting executive for health reasons. This candidate came to the organization through the intern program of another CPB qualified broadcaster in the St. Louis area.
September 1, 2013	Music Director	The part-time music director was moved to full-time employment.