

Equal Employment Opportunity Program For

Federal Communications Commission

47 CFR Part 76

Mashell Telecom, Inc.

D/B/A Lightcurve

PIERCE COUNTY

PO Box 639

104 Washington Ave. N

Eatonville, WA 98328

UNIT NUMBER 10773

EEO Public File Report:

Period Covered by Report: October 1, 2023 to September 30, 2024

Revised and Updated Annually

www.getlightcurve.com

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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Mashell Telecom, Inc. d/b/a Lightcurve Equal Employment Opportunity

Mashell Telecom, Inc. d/b/a Lightcurve is an equal opportunity employer. We do not discriminate against persons because of their age, gender, race, color, religious creed, ancestry, national origin, genetic information, or any disability which can be reasonably accommodated, in determining suitability for employment, compensation, promotion, transfers, training, education, social and recreational programs or termination.

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SECTION 1: Preliminary Statement

Mashell Telecom, Inc. d/b/a Lightcurve has prepared this equal employment opportunity program as a reaffirmation of its commitment to equal employment opportunity. In preparation for this plan, the terminology used in the Federal Communications Commission 47 CFR Part 76 rules and regulations has been used as a guide.

In developing and implementing this plan, Mashell Telecom, Inc. d/b/a Lightcurve is intending to widely disseminate to the community, notices of job vacancies to qualified candidates and community groups involved in assisting job seekers regardless of whether they are a minority or women's group. This plan has been developed in strict reliance upon the rules and regulations issued by the Federal Communications Commission.

As required, Mashell Telecom, Inc. d/b/a Lightcurve maintains this report at the unit's public file at www.getlightcurve.com/legal-notices-tariffs.

SECTION 2: Full-Time Job Vacancies (10/1/23 through 9/30/24)

Position Title	Number of Vacancies
ATS Supervisor	1
Commercial Account Manager	1
Consumer Sales Manager	1
Consumer Sales Associate	3
Customer Care Representative	9
Customer Care Supervisor	1
Customer Support Technician	1
Digital Solutions Architect & Web Experience Designer	1
Director of IT	1
Enterprise Account Executive	1
Marketing Coordinator	1
MDU Sales Manager	1
Sales Engineer	1
SMB Business Account Executive.....	1
Sr. Data Analyst – Marketing	1
Sr. Product Manager – Marketing	1
VP of Commercial Sales	1
VP of Marketing	1

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SECTION 3: Recruitment Sources

Mashell Telecom, Inc. forwards copies of regular full time job openings to the following recruitment sources where appropriate for the available position:

No.	Source	Contact	Address	Phone	Total # of Resumes	# of Interviews
Agencies						
1	The Business Connection	Patrick Williams	4650 Steilacoom Blvd SW, Bld 19 Lakewood, WA 98499	253-583-8802	0	0
2	Volt		12101 Tukwila International Blvd Suite 210 Seattle, WA 98168	206-444-5600	0	0
3	Office Team		820 A Street, Suite 350 Tacoma, WA 98402	253-274-8955	0	0
4	Opti Staffing		1142 Broadway Plaza, Suite 110 Tacoma, WA 98402	253-284-2400	0	0
5	Almond & Associates		207 Broadway, Suite 300 Tacoma, WA 98402	253-952-5555	0	0
6	Laurel Group	Mike Taft – Partner (925-457-4034)	Laurel-group.com	206-267-5610	18	2
Newspapers						
7	The Chronicle Newspaper	chronline.com	N/A (Website)		0	0
8	The Seattle Weekly	www.seattleweekly.com	N/A (Website)		0	0
9	The Eatonville Dispatch	www.dispatchnews.com	636 South Alaska Street, Suite E2 Seattle, WA 98108-0172	206-461-1300	0	0
Recruiting Websites						
10	Careerbuilder	Careerbuilder.com	N/A (Website)		0	0
11	Indeed	www.indeed.com	N/A (Website)		463	61
12	Craigslist	www.craigslist.com	N/A (Website)	N/A	0	0
13	Diversity Working	www.diversityworking.com	N/A (Website)	N/A	0	0
14	IMDiversity	www.imdiversity.com/	N/A (Website)		0	0
15	Monster.com	Jake Ebenhoch	jake.ebenhoch@monster.com	480-567-3602	0	0
Job Boards						
16	WorkSource	https://secure.esd.wa.gov/home/WorkSourceWA/Employer/Account	boconnor@esd.wa.gov	360-740-6861	6	2
17	Handshake	https://joinhandshake.com/	N/A (Website)	N/A	2	0
Social Networking Sites						
18	Facebook				0	0
19	Twitter				0	0
20	LinkedIn				281	15
21	snagajob.com	www.snagajob.com	N/A (Website)	N/A	0	0
Colleges/Technical Schools						

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22	University of Washington	careers.washington.edu/Students/HuskyJobs			0	0
23	Pacific Lutheran University	www.collegecentral.com/plu			0	0
24	University of Puget Sound	www.pugetsound.edu/about/offices--services/ces/employers/		253-879-3100	0	0
25	Devry Technical College	www.myinterfase.com/hiredevry/employer/			0	0
26	Centralia College	Joanie Rogerson	Jrogerson@centralia.edu	360-736-9391	0	0
27	Clover Park Technical College				0	0
28	Bates Technical College				0	0
29	Tacoma Community College				0	0
30	Renton Technical College				0	0
31	Pierce College				0	0
32	Highline Community College				0	0
33	Green River Community College				0	0
34	ITT Technical College				0	0
	Other					
35	Employee Referrals & Internal Candidates	GetLightcurve.com			9	8
36	Lightcurve Internet Website	www.getlightcurve.com			114	15
37	Centralia College Job Fair	Joan Rogerson	jrogerson@centralia.edu	360-736-9591	0	0
38	Tacoma Community College Job Fair	www.tacomacc.edu/employment/jobfair/			0	0
39	Pacific Lutheran University Job Fair	Bobbi Hughes	hughesbr@plu.edu	253-535-8278	0	0
40	Washington Independent Telecommunications Association (WITA)	Lynn Fiorillo-Lowe	lynnlowe@wita-tel.org	360-352-5453	0	0
41	Centralia-Chehalis Chamber of Commerce	Announcement at Chamber Meeting	www.chamberway.com		0	0
42	KIRO TV	Kirotv.com			0	0
43	Source Unknown				0	0

Recruiting—Mashell Telecom, Inc. d/b/a Lightcurve utilizes a variety of recruiting sources to ensure that our efforts are diversified through job fairs, newspapers, agencies, colleges and diversity websites. An applicant may find a position of interest by visiting such websites as LinkedIn, Facebook or Indeed.com for example and then follow Mashell Telecom, Inc. d/b/a Lightcurve procedures to apply by completing an application which includes a candidate profile. Openings are also made available internally to

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existing employees by email announcement; employees are encouraged to refer their friends and families to www.getlightcurve.com to review the Job Descriptions and apply.

SECTION 4: Long Term Recruitment Activities

In accordance with FCC 47 CFR Part 76.75 (b)(2), Mashell Telecom, Inc. d/b/a Lightcurve conducted more than the requirement of two of the sixteen suggested long-term recruitment activities. The Unit selected Option 1, Participation in at least two job fairs, Option 5, establishing an internship program designed to assist members of the community in acquiring skills needed for multichannel video programming distributor employment; and Option 14 provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

- 1. Option (i):** *Participation in at least two job fairs by unit personnel who have substantial responsibility in the making of hiring decisions.* Teckla Wikander & James Hatton attended the following job fairs: Eatonville High School Career and Education Fair 4/15/2024 and Inclusive Career Fair at Centralia College on 4/25/2024. During both of these fairs, our hiring leaders answered questions & passed out the current listing of open positions to all interested individuals.
- 2. Option (iv):** *Participation in at least two events sponsored by organizations representing groups present in the community interested in multichannel video programming distributor employment issues, including conventions, career days, workshops, and similar activities.* Several of our hiring staff attended multiple conventions that covered a broad range of topics including best hiring practices, eliminating issues between generational gaps, strategies to improve HR processes and workplace culture, networking with other similar organizations for critical conversations regarding hiring and more.
- 3. Option (v):** *Establishment of an internship program designed to assist members of the community in acquiring skills needed for multichannel video programming distributor employment.* This program was introduced January 1, 2009 and we actively keep in contact with over 5 local universities and technical colleges.
- 4. Option (ix):** *Establishment of a mentoring program for unit personnel.* Our mentoring program for all employees consists of ongoing cross-training to increase skill levels for future advancement opportunities. Promotions from within the company are often obtained due to cross-training skills learned, which increases employee opportunities for growth and advancement. We off quarterly manager/staff meetings to discuss career paths and goal setting.
- 5. Option (xiv):** Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination. We offer continual ongoing training to management and supervisory level personnel as to methods to ensure equal employment opportunities and prevent discrimination. Our staff participates yearly in the WITA Leadership and the NISC Membership Information Conference, both focused on new

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technologies, training staff and hiring challenges in today's market and more. All managers receive in-house diversity and fair hiring practice training and individual counseling. This training provides notice to managers that they are responsible for ensuring an environment free of discrimination and covers our non-discrimination and equal opportunity policy. All hiring managers and supervisors receive one-on-one counseling from the HR manager regarding the importance of a diverse workplace. Each time an opening is posted, hiring managers & supervisors are reminded of the company's policy to post the position widely to reach diverse job seekers. At these times the importance of fair hiring practices with a focus on diversity is emphasized.