

Diversity & Inclusion (D&I) Advocate – Charlottesville Role Definition

The Diversity & Inclusion (D&I) Advocate promotes the advancement of diversity and inclusion in Charlottesville, and across the Observatory. The D&I Advocate will coordinate activities with the Director of Diversity & Inclusion at NRAO to support specific D&I initiatives throughout the Observatory, in addition to providing recommendations that address Charlottesville-specific D&I issues. The D&I Advocate will act as the site's lead spokesperson for D&I efforts.

The CV D&I Advocate will be selected by a committee composed of the ODI Director, the HR Director, and two other volunteers.

Duties & Responsibilities:

- Serve as the primary point-of-contact at the site level for D&I related matters;
- Serve as chair of the Charlottesville Employee Diversity Group (EDG), and organize and lead quarterly EDG meetings;
- Represent diversity and inclusion ideals in daily interactions;
- Actively participate in D&I meetings, and communicate outcome of the meetings at each site;
- Manage D&I communication campaigns (post notices of upcoming trainings, events, etc.);
- Support D&I training programs by coordinating logistics, and making recommendations on targeted topics that are pertinent to Charlottesville;
- Champion and advocate all D&I events in Charlottesville;
- Serve as a role model regarding D&I issues at NRAO; and
- Provide site-specific information on D&I activities that NRAO needs to report to NSF on a quarterly basis.

Qualifications:

- Demonstrated interest in promoting a culture of diversity and inclusion at NRAO
- Completion of the D&I Advocate suite of online training courses before service begins
- Demonstrated ability to lead by example, with a reputation for inclusive interaction with colleagues

Time Commitment:

Time commitments will vary depending on the work at hand. However, D&I Advocates should plan on devoting approximately five working hours per month for meetings, planning, and discussion with employees and managers. Note that this time should be coded as BI on your timesheet, but is still paid from your home account. Advocates serve at least one one-year term with the option to renew if mutually agreeable.