

NRAO Employee Diversity Group – Charlottesville

Role Purpose:

The NRAO Diversity & Inclusion (D&I) plan includes two key initiatives: engaging employees to expand the diversity of our workforce, and building a climate of inclusion at NRAO. The Observatory relies heavily on the commitment of local staff to champion the value of diversity to the organization, and to maintain an environment in which everyone is not only welcomed, but also and included. To facilitate this staff-centric approach, each NRAO operated site will form and support its own Employee Diversity Group (EDG).

The Employee Diversity Group should be attentive to opportunities to increase awareness of diversity- and inclusion-related issues and, within the context of EDG meetings, recommend solutions.

Successful EDG members will be motivated to:

- work to promote respectful dialogues that explore the benefits of diversity and inclusion within NRAO;
- promote diversity and inclusion at Observatory sponsored events
- actively represent and promote inclusiveness and respect

Charlottesville Employee Diversity Group (CV-EDG):

The CV-EDG will be comprised of a cross representation of employees (across roles, and from the CDL and the ER locations) who will actively participate in the Observatory's diversity efforts. The group members will serve as liaisons between the site's employees, and will work with the CV Diversity Advocate, who will serve as Chair of the EDG. The NRAO Director of Diversity & Inclusion advises and supports the Diversity Advocates, and the efforts of each EDG.

Time Commitment:

It is expected that EDG members will serve an average of one to two hours per month. This service time should be recorded as BI, and will be charged to the employee's home account. EDG members serve one year appointments, renewable for an additional year. Appointments are effective at the beginning of each calendar year.

Duties & Responsibilities:

- Actively participate in CV Diversity meetings (monthly or quarterly, as determined by the EDG)
- Assist with sharing Observatory-wide D&I communications
- Serve as role model by attending diversity training and events
- Communicate and report diversity related information to Diversity Advocate
- Be attentive to opportunities to advocate for diversity & inclusion
- Complete assigned suite of D&I-related training courses
- Solicit ideas from employees regarding diversity oriented events/issues relevant to site
- EDG members are not expected to resolve or mediate conflicts that may arise over diversity and inclusion issues. Instead, EDG members should forward complaints or issues to the Diversity Advocate and/or to Human Resources.

Nomination & Selection Process

- A call for volunteers will be distributed to all CV employees. Supervisors should announce the opportunity at staff meetings, to ensure that employees are aware of the opportunity.
- Members of the EDG may be self-nominated, or recommended for service by peers and/or supervisors. Nominations should be submitted as described in the solicitation email.
- Membership in the EDG should be approved by the employee's supervisor.