

Diversity & Inclusion (D&I) Advocate

Role Definition

Role:

The Diversity & Inclusion (D&I) Advocate promotes the advancement of diversity within their NRAO site. The advocate will work directly with the Office of Diversity & Inclusion Director to support specific D&I initiatives throughout the Observatory, in addition to providing recommendations that address site specific D&I issues. The D&I Advocate will act as the site's lead spokesperson for the site's diversity & inclusion group(s).

Duties & Responsibilities:

- Serve as the primary point-of-contact at the site level for D&I related matters:
 - Facilitation of Co-Op/Internship opportunities
 - Facilitation of Scientist and Engineers as representatives to participate in recruitment/career fairs
 - Communicate interest of site related D&I topics to ODI Director
- Actively participate in D&I meetings
 - Submit agenda items for monthly meetings to ODI Director
 - Communicate outcome of the meetings at each site
- Assist with D&I communication campaigns (post notices of upcoming trainings, events, etc.)
- Support D&I training programs by assisting with coordination of logistics, making recommendations on targeted topics that are pertinent to their respective sites.
- Champion and advocate all D&I events at site level
- Serve as a role model and possible problem solver regarding D&I issues at the site level
- Provide site-specific information on D&I activities that NRAO needs to report to NSF on a quarterly basis

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 dedicated to meetings, planning and discussion with employees and managers. Advocates are expected to serve at least one one-year term with the option to renew if mutually agreeable with the employee and management. D&I Advocates are selected based upon nomination (self, or others), and recommendations.