

Chief Diversity Officer at the National Communication Association

National Communication Association, inbox@natcom.org

The Chief Diversity Officer (CDO) leads and implements a transformational agenda that infuses – throughout the National Communication Association (NCA) and in all of its work – a focus on and commitment to inclusion, diversity, equity, and accessibility (IDEA) to promote NCA’s mission to advance communication scholarship, teaching, and practice to foster a better world.

While IDEA is the priority and responsibility of the entire Association, the CDO will play a leading role in interpreting, communicating, and promulgating NCA’s IDEA Framework, which guides and supports the ongoing development, implementation, and evaluation of IDEA-related goals. The CDO will steer the development, execution, and assessment of these goals related to three broad areas – (1) the Association itself, (2) the field of communication, and (3) the benefits of communication for society – and ensure that these goals are woven into the fabric the organization. The CDO’s scope of work will also be informed by the IDEA strategic plan and goals and the NCA’s strategic priorities. This position will report directly to the Executive Director, serve as a member of the Senior Team, and work closely with NCA’s Executive Committee and governance groups.

The CDO collaborates with NCA staff, leadership, and members to set clear, measurable goals, develop innovative strategies, and implement systematic initiatives that foster equity throughout the organization and the discipline. The CDO leads efforts to enhance the capacity of staff and governance to interact in culturally responsive and just ways that build an inclusive climate throughout NCA and increase the effectiveness of NCA’s work. The CDO will help to guide future IDEA work based on NCA’s policies and guidelines, ensuring that it is consistent with and informed by other IDEA work of the Association.

The CDO also engages with key external organizations and stakeholders to support NCA’s IDEA goals. This position serves as a spokesperson, champion, and advocate, both within and outside the Association, for IDEA in the field of communication.

The CDO will be responsible for overseeing a renewed organizational emphasis on IDEA. As such, the CDO will serve as a primary resource for education, training, consultation, and resources related to IDEA for NCA staff and members. The CDO will also work closely with NCA’s Legislative Assembly and the Executive Committee to develop systematic strategies to orient and educate their members about diversity-related topics and issues.

NCA should be at the forefront, serving as a model for other organizations to achieve workplace equity.

Incumbent(s) in this position may be required to perform other duties and special assignments not specifically stated above.

Statements outlined in this section are designated as essential job functions in accordance with the Americans with Disabilities Act of 1990.

REQUIRED EDUCATION AND WORK EXPERIENCE:

- Doctoral degree in Communication
- Minimum of 10 years of post-doctoral work experience
- Minimum of 5 years of experience in leading, developing, and implementing IDEA-related programs or initiatives
- Minimum of 5 years of leadership and management experience in a nonprofit, academic,

private, or public enterprise

- Scholarly and/or practical expertise related to inclusion, diversity, equity, and accessibility, including broad knowledge across an array of social identity domains (e.g., disability status, race, gender identity, sexual orientation, socioeconomic status)
- Demonstrated competence in working collaboratively and effectively with diverse stakeholders and constituents and in skillfully navigating IDEA-related conflicts and tensions
- Demonstrated competence in administration, strategy development, and fiscal management
- Must have working knowledge and understanding of state and federal employment laws to include anti-discrimination laws, along with general IDEA best practices, the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, Affirmative Action, Equal Employment Opportunity, Titles VI and VII of the Civil Rights Act of 1964, Section 1981 of the Civil Rights Act of 1866, and other applicable laws.

About NCA:

The National Communication Association (NCA) represents almost 6,000 scholars, teachers, practitioners, students, and affiliates, primarily in the U.S. and other countries worldwide. NCA was founded in 1914. NCA is a scholarly society categorized as a 501c(3) with an annual operating budget of about \$4 million. NCA is a collaborative environment with a relatively small staff where teamwork is valued. For more information about NCA, please visit our website at www.natcom.org.

Location:

The National Communication Association is located at 1765 N St., NW, in the vibrant Dupont Circle neighborhood in Washington, D.C. It is Metro accessible from the Red Line (Dupont Circle Station).

Work Mode

The NCA operates in a hybrid work mode, three days in the office and two days at telework. The work mode is regularly reviewed to meet the evolving needs of the association. Such review may necessitate changing a position's mode of work designation.

Note

Several professional profiles may be well suited to this position. Should your qualifications differ from those described below, but you believe this is the job for you, please do not hesitate to apply.

Compensation

The salary range is \$120,000-140,000, commensurate with experience. A generous benefits package is provided to all full-time NCA staff members.

Benefits

NCA offers a comprehensive and competitive benefits package that includes medical, dental, vision, disability, life insurance, retirement savings, and tuition assistance.

COVID-19 Protocol and Vaccine Requirements

NCA is committed to public health and the vital role of vaccines in contributing to the safety of its Association and broader communities. NCA requires staff to be fully vaccinated against COVID-19, and have received a COVID-19 vaccine booster shot when eligible. This requirement applies to all staff, including teleworking employees.

To Apply:

Please submit your resume and a one-page cover letter (a PDF). We prefer cover letters that describe your interest in the position, what motivates you, and how you understand and relate to

the NCA mission rather than a narrative version of your resume. Applications must have a cover letter to be considered.

Send to inbox@natcom.org with "IDEA Director" in the subject line.

This institution offers benefits to same-sex and to different sex domestic partners

This institution offers benefits to spouses.

This institution provides the following trans-affirming healthcare coverage: trans masculine confirming surgeries, trans feminine confirming surgeries, hormone replacement therapy (with treatment code)

This institution provides the following support: dependents have the same access to the healthcare described above