



Title: Diversity, Equity, and Inclusion Associate

Reports To: Chief Community Engagement Officer

Posting Date: March 28, 2022

Location: Remote with preference to New York Area / Must be willing to travel to the NYC office and to events

USRowing is a nonprofit organization recognized by the United States Olympic and Paralympic Committee as the national governing body for the sport of rowing in the United States. USRowing selects, trains, and manages the teams that represent the U.S. in international competition. The organization serves multiple constituencies including novice learn-to-rowers, parents of rowers, masters rowers, adaptive rowers, collegiate rowers, indoor rowers and, most recently, coastal rowers. The membership base is over 80,000 rowers across the country.

A priority of the organization is to grow the sport among populations that have been historically left out of rowing. We are focused on growing diversity, equity, and inclusion at all levels of the organization from the boardroom to part time staff, internally and externally, from the grassroots to the National Team.

Role:

The Diversity, Equity, and Inclusion (DEI) Associate will execute the DEI Strategic Plan, serve as an internal DEI expert to support, and influence all aspects of the organization, track progress and measure success, and represent USRowing at events ranging from fundraisers to regattas.

Responsibilities:

- Manage the development, planning and implementation of USRowing's DEI initiatives, programs, and events
- Work in partnership with the DEI Committee, a volunteer-run board-appointed standing committee
- Develop, design, and offer a curriculum designed to raise awareness between and among the board and staff that identifies how diversity, equity, and inclusion initiatives relate to and can be incorporated into the policies, practices, services, and products offered by USRowing
- Develop materials for the USRowing members to learn from and leverage in their own communities
- Collaborate internally with department heads to devise strategies to ensure a lens of diversity, equity and inclusion across membership, coaching education, marketing, fundraising, events, and operations
- Help change the culture of rowing in the United States to be one where rowers and potential rowers of all backgrounds and identities feel welcome and supported
- Lead with data-driven approach that will track and evaluate the effectiveness of all programs; create and maintain records
- Provide leadership on necessary training to build diverse pipelines and inclusive hiring practices
- Own and manage diversity and inclusion-focused events and holidays

- Support the programs team in event volunteer and LOC training
- Create systems to drive decision-making at the organization (i.e., develop a discriminatory legislation tracker to aid in venue decision-making)
- Network with counterparts at other National Governing Bodies to gather best practices and new ideas
- Coordinate DEI content and social media with the communications team
- Help build and support thriving communities both in-person and online for passionate leaders doing DEI work and for BIPOC, LGBTQ+, adaptive athletes, and women

Qualifications:

- Minimum 3-5 years of success in the DEI space – especially with experience changing a predominantly white culture to be more inclusive and diverse
- Deep understanding of diversity metrics
- Bachelor’s degree or relevant work experience
- Rowing experience a plus, but not necessary
- Effective communication skills, both verbal & written
- Strong administrative skills with the ability to learn and adapt to new systems easily
- Ability to multitask, see projects through to completion, and hit deadlines
- Enjoys teamwork and collaboration
- Has experience working with diverse stakeholders, including volunteers, to carry out a mission and create impact
- Maintains positive attitude and solutions-focused approach to the work
- An immense passion for sport, for the impact it can have on individuals and communities, and for expanding rowing to represent the vast diversity of the United States

Salary and Compensation:

- Salary range \$50,000-\$60,000, commensurate with experience.
- Generous paid time off policy.
- Health + Dental.
- Professional development opportunities.

To Apply:

Please email cover letter, resume, and three professional references by April 29, 2022, to Pamela Adler at pamela.adler@usrowing.org with “DEI Associate” in the subject line. Please no phone inquiries. Review of resumes will begin immediately.

USRowing Values

USRowing is committed to the following values to fulfill its mission and achieve its priorities:

CULTURE OF MUTUAL RESPECT. Foster an inclusive culture honoring the rights, views, and inherent value of others, treating all with dignity and courtesy.

PROFESSIONALISM. Develop and share expertise, act effectively and efficiently, and be responsive and reliable, honoring all pledges and promises in a timely and trustworthy manner.

SAFETY. Be constantly mindful of safety on and off the water, taking proactive measures to prevent injury,

abuse, or other harm, and help others both within USRowing and among member organizations.

INTEGRITY. Have the courage to choose what is right, adhere to the mission and practice our values rather than merely profess them. Employ the highest ethical standards, demonstrating honesty and fairness in every action we take.

FAIR COMPETITION. Commit to upholding the integrity of sport to ensure a level playing field devoid of doping, cheating or other forms of unfair advantage.

TEAMWORK. Work collaboratively and assume positive intent; support each other to combine individual strengths while keeping an eye on the greater good.

ENJOYMENT IN ALL ASPECTS OF SPORT. Create opportunities for involvement that promote a positive experience and lifelong love for rowing for all.

USRowing is proud to be an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to growing diversity, equity, and inclusion in the sport of rowing and believe that works begins in our own space. We believe diversity makes us stronger and encourage individuals with diverse backgrounds and life experiences to apply to join our team.