

Ethiopian Community Development Council, Inc.
901 S. Highland Street, Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position Title: Associate Director
Department/Division: Reception & Placement Program
Reports to: Director of Refugee Resettlement & Integration
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The Associate Director oversees the day-to-day operations of ECDC's Reception & Placement (R&P) program; direct supervise 4-5 senior program staff; and performs other tasks when required. This position is responsible for providing high-level leadership, management, program planning, oversight, and external relations for ECDC's national reception and placement program.

Key Responsibilities

LEADERSHIP

- Serves as program-level contact for the Bureau of Population, Refugees, and Migration (BPRM). Responds to requests for information and all inquiries.
- Develops strategic direction for the work of the R&P division in consultation with the director. This will include establishing/setting annual and quarterly staff and division strategic goals and objectives, including reviewing resource projections, and priorities.
- Actively engage in the preparation for and implementation of ECDC events, including ECDC's annual national conference and training and other associated training and meetings.
- Works with the director in new program development and provides input for new proposals supporting refugees' resettlement.
- In collaboration with the director, develops, implements, and updates ECDC key program documents such as the Accountability to Affected Populations Framework, Monitoring & Evaluation Tools and Protocols, and Risk Analysis and Risk Mitigation Plans.
- Serves as the point of contact for IOM for after-hours and holidays.

STAFF SUPERVISION

- Supervises program staff, including assigning and overseeing job duties, setting and adjusting priorities, and preparing timelines for completion of work.
- Approves and signs staff time sheets and PTO requests.
- Approves staff program-related expenses and signs fund requests.
- Provides and/or coordinates training and cross-training for new and existing staff.
- Completes formal job performance reviews and evaluations for supervised staff.
- Develops team meeting agendas in conjunction with the Associate Director of the Community Integration Programs, alternating as the lead for team meetings.
- Resolves informal complaints and grievances and provides advice and counsel to staff related to work and administrative matters.

PROGRAM AND GRANT ADMINISTRATION

ECDC Headquarters Engagement:

ECDC/Associate Director of R&P Job Description

- Oversees affiliate monitoring plans and schedules; reviews/edits affiliate monitoring reports; and records recommendations, compliance ratings, and outcomes.
- Takes the lead in facilitating the preparation for PRM's monitoring of affiliates and/or ECDC headquarters.
- Engages and collaborates actively with the director in the preparation of the R&P annual program proposal preparation and submission process.
- Oversees the process and writes and submits for review quarterly program reports, annual R&P reports, monitoring reports, and other R&P program-related reports and documents.
- Travels occasionally to affiliate sites to monitor project activities and progress, discuss challenges, and meet with partners and stakeholders.
- Disseminates educational, informational, procedural, training, and other materials to affiliates.
- Provides oversight of ECDC's R&P database, which includes working closely with assigned ECDC R&P program staff, the database developer, and IT.

Budget Management:

- Assists in developing annual HQ R&P budget and reviews ECDC affiliate R&P budgets.
- Oversees the tracking of affiliate budget and monthly expenses, ensuring expenditures are consistent, allowable, and in compliance with grant spending terms and conditions.
- Submits invoices and fund requests for affiliate reimbursements, verifying that all data reconciles.

Affiliate Engagement:

- Holds quarterly affiliate director calls to discuss program policy updates and other operational procedures.
- Provides ongoing technical guidance to affiliates on the interpretation and application of grant policies and guidelines, including the Cooperative Agreement.
- Assists in preparing ECDC/Affiliate sub-contract agreements for R&P and any grants managed by the R&P department.
- Oversees the development and implementation of ongoing training for affiliate staff, including training for directors, program managers, and case managers, including webinars and online training platforms.
- Oversees the design and development of program materials such as case management forms, on-site monitoring protocols and data collection tools, and other program-related guides.

EXTERNAL RELATIONS

- Ensures strong agency relations with external partners and stakeholders.
- Collaborates actively with other resettlement agencies, including Refugee Council, USA. Actively participates in and contributes to committees and working groups.

Qualifications

- A Bachelor's degree is required. Master's degree, preferred.
- Minimum of 4-5 years of program and staff supervision experience.
- Minimum of 4-5 years of experience working with refugees and/or refugee organizations or other similar organizations.
- Excellent and effective written and verbal communication skills and ability to communicate clearly and concisely in English.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint, the Internet, webinars, Microsoft Teams, Zoom, GoToMeeting, survey monkey, etc.

ECDC/Associate Director of R&P Job Description

- Ability to manage multiple assignments.
- Ability to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Ability to travel to affiliate sites for monitoring and to provide training and technical assistance.
- Must be legally eligible for employment in the U.S.
- Must pass a background check.
- Ability to work evening and weekend hours occasionally.

Physical Demands

- Moderate physical activity, which includes standing, sitting, lifting, and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings and some out-of-state travel related to monitoring programs at local resettlement sites.
- Ability to maintain emotional control under stress.

Environmental -Factors

Work is primarily indoors in a climate-controlled building.

Contact with Others

The position involves regular contact with resettlement network affiliates, federal government agency employees, and ECDC staff.

BENEFITS. ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays, vacations, and sick days as well as a generous retirement plan.

TO APPLY. Submit (1) a cover letter; (2) a résumé; (3) a short writing sample (2-3 pages) solely authored by the candidate (4) three professional references; (5) a salary requirement to hr@ecdcus.org

No telephone inquiries, please.

ECDC IS AN EQUAL-OPPORTUNITY EMPLOYER.