

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

JOB ANNOUNCEMENT

Position: Preferred Communities Afghan Supplemental Program Coordinator
Reports to: Associate Director of Community Integration Programs
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The Program Coordinator will provide day-to-day oversight to ECDC's Preferred Communities (PC) sites implementing activities under the Afghan Supplemental Appropriations (ASA) funding; tracks clients served under the funding, reviews affiliate reports; work closely with the grants management specialist and the associate director to processes affiliate monthly financial reimbursement requests. Conducts desk monitoring, weekly check-ins, and monthly and quarterly calls with affiliate staff, assists in the preparation of program reports; participates in ECDC and ORR calls and meetings.

KEY RESPONSIBILITIES

Program Coordination and Oversight

- Reviews and refines ORR's PC ASA program policies and materials that can be adapted and used by ECDC affiliates.
- Provides additional training to the ECDC affiliate network on ECDC's ASA program policies and subject matters.
- Plans for and facilitates monthly meetings with affiliates and branch offices implementing ASA funds to share experiences and address challenges.
- Documents lessons learned and challenges from program implementation.
- Ensures early identification of risks affecting the implementation of ASA funds and proposes solutions based on a national context.
- Analyzes data collected for reports, share findings and make recommendations to improve implementation.
- Oversees affiliate monitoring plans and schedules; reviews/edits affiliate monitoring reports and records of recommendations, and corrective actions.
- Participates in working group meetings, training, and other learning opportunities to improve knowledge integration of Afghans who arrived through Operation Allies Welcome (OAW) and shares resources with ECDC's network.
- Assists with writing reports concerning ASA fund activities, achievements, and challenges.
- Reviews quarterly narrative reports from affiliates and compiles client data.
- Attends meetings, participates in working groups, and performs other duties as assigned.

Affiliate Budget Management

- Monitors affiliate monthly finance reports, in coordination with grants management specialists, to ensure costs are allowable and proper documentation is received by affiliates.
- Submits invoices and fund requests for affiliate reimbursements, verifying that all data reconciles.

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.
- Provides and/or coordinates training and cross-training for new and existing staff.

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree required.
- At least 3 years of relevant work experience in the related services field.
- Experience designing and providing training and technical assistance required.
- Excellent English verbal and written skills and demonstrated success working and communicating effectively in a multicultural environment and with limited English speakers.
- Knowledge of domestic refugee resettlement, community sponsorship, overseas refugee processing, or refugee and immigration policy issues preferred.
- Strong organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time and meet deadlines; strong attention to detail.
- Proven ability to contribute independently and as a team member, take initiative, and follow instructions.
- Excellent problem-solving skills and the ability to prioritize tasks and manage time effectively.
- Proficiency in Microsoft Office applications and ability to navigate databases.
- Proficiency in using social media.
- Proficiency in more than one language desired.
- Must be legally authorized to work in the United States.

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

TO APPLY: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdcus.org.

No telephone inquiries. Only those who submit the four (4) required items above will be considered for review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer