

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

JOB ANNOUNCEMENT

Position Title: Senior R&P Program Officer for Quality Assurance and Compliance
Department/Division: Refugee Resettlement and Integration
Reports to: Associate Director, Reception & Placement
Status: Full-Time/Exempt
Location: Arlington, Virginia

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 67,000 refugees from countries around the world via its affiliates and branch offices.

Job Summary: The senior program officer serves as the lead for ensuring affiliates are provided ongoing training in compliance with the Reception and Placement (R&P) Program's Cooperative Agreement, reviews and edits quarterly affiliate program, and monitoring reports submitted by the ECDC R&P program officers prior to submission to the Associate Director. This staff serves as a primary liaison to 2-3 assigned resettlement sites, providing ongoing training and technical assistance and as a backup for conducting on-site and desk monitoring. The staff works closely with ECDC's R&P program staff and supervises the Network Training Coordinator and Monitoring and Evaluation staff. Handles other assignments as requested.

Key Responsibilities

1. Affiliate Training

- Ensures ECDC affiliates receive ongoing training related to the R&P program and elements of the Cooperative Agreement.
- Ensures the R&P online training platform, program guidance, and standard operating procedures are updated on a regular basis incorporating any changes to the cooperative agreement, and other programmatic policies and procedures.
- Supervises the Network Training Coordinator and M&E staff.

2. Program Monitoring Reports

- Reads and edits monitoring reports prepared by ECDC R&P program officers prior to submission to the Associate Director.
- Reviews monitoring reporting content and format and quarterly and annual reporting content and format after assessing the requirement in the cooperative agreement as needed.
- Coordinates the preparation of the quarterly report with program officers including gathering firsthand information from affiliates when needed. Compile reports and submit them to the associate director for feedback. Ensure that reports have accurate information and are well written.
- Follows up on feedback provided by the Associate Director and the Director of Refugee Resettlement and Integration and makes changes accordingly.
- Ensures that reports are submitted in a timely manner and stored in the right folder.
- Assists in defining, creating, and testing ECDC's R&P data collection tools and methods and

quality assurance standards.

3. Project Management

- Assists in proposal writing for the R&P program and other resource development-related activities.
- Assists in the planning, preparation for, and implementation of ECDC's annual conference and national training for ECDC's resettlement affiliates as well as associated training, conferences, and meetings.
- Assists in drafting correspondence related to program activities and lead the preparation of quarterly program reports, annual reports, and other program documents.
- Participates in relevant funder and partner meetings and working groups.

4. Affiliate Management

- Serves as the primary ECDC liaison for 2-3 of ECDC's affiliates, focusing on the R&P program and other refugee resettlement-related initiatives.
- Responds to affiliate inquiries, and resolve individual case issues.
- Conducts monthly and quarterly conference calls with affiliates.
- Conducts desk and on-site monitoring.

Qualifications

- A bachelor's degree is required. A Master's degree in English Literature, International Affairs, and Public Administration is preferred.
- Prior professional or academic experience in teaching, ongoing quality assurance/quality control, and performing quality control and audit analysis.
- Experience with data collection and analysis, particularly in monitoring and evaluation.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or immigration and global policy issues.
- Experience working with refugee-serving or multilateral organizations domestically and/or internationally.
- Must be employable in the U.S.
- Must pass a background check.

Competencies

- **Analytical and Quantitative Skills**—Strong analytical skills and professional judgment, particularly with respect to assessing compliance risk and controls and making decisions within the scope of assigned responsibilities.
- **Communications**—Excellent verbal and written communication, facilitation, and interpersonal skills, including the ability to clearly communicate complex quantitative analysis into actionable insights.
- **Time Management**—Ability to manage a variety of constituencies with competing priorities, manage multiple tasks simultaneously, and thrive in a complex, fast-paced environment with multiple priorities.
- **Teamwork**—Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- **Flexibility**—Able to work evening and weekend hours occasionally.

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 by e-mail: (1) a cover letter; (2) a résumé; (3) a short writing sample (2-3 pages); and (4) a salary requirement to: [**hr@ecdcus.org**](mailto:hr@ecdcus.org)

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

ECDC is an Equal-Opportunity Employer.