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

JOB ANNOUNCEMENT

Position Title:	Program Assistant, Reception and Placement Program
Department/Division:	Refugee Resettlement and Integration
Reports to:	Director of Refugee Resettlement and Integration
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 network of affiliates and branch offices.

Job Summary: The Program Assistant works with R&P program staff on administrative tasks such as maintaining office calendars, scheduling team meetings and calls with affiliates, taking meeting notes, assisting during training, ordering office supplies as needed, preparing meeting rooms and equipment or technology, and organizing and updating program-related folders in shared drives. The position reports to the Director of Refugee Resettlement and Integration.

Key Responsibilities
- Responsible for providing administrative support to ECDC HQ Reception & Placement team members.
- Responsible for organizing the resettlement drive, including mapping documents, and developing a protocol for document retention and storage as needed.
- Assists with organizing meetings and training, including preparing agenda items and circulating them to meeting attendees such as affiliate staff, HQ staff, etc.
- Attends all meetings and takes meeting notes, synthesizes information, and shares with attendees in a timely manner.
- Monitors general email accounts (RP program inbox), and coordinates with program staff to provide responses in a timely manner.
- Works on responses to issues and grievance questions received from federal funders, clients served by the ECDC affiliate network, and other partners, including communicating with affiliates and following up, combining documents, and ensuring that the responses are submitted in a timely manner.
- Participates in relevant funder, working group, and partner meetings when requested.
- Performs other tasks assigned by the supervisor.

Qualifications
- Bachelor's degree required.
- 1-2 years of work experience in refugee resettlement and/or other refugee programs, preferred.
- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, and the Internet.
- Ability to use Teams, Zoom, Doodle, Google Docs, Qualtrics, Survey Monkey, etc.

- Detail oriented with the ability to manage multiple assignments and provide "error-free" work.
- Ability to work independently and as a team member.
- Ability to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Requires local travel to meetings and out-of-state travel related to the monitoring of programs at R&P sites.
- Must be legally employable in the U.S.
- Must pass a background check.

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** before January 13, 2023.

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.