

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

JOB ANNOUNCEMENT

Position Title: R&P Program Specialist, Post-Arrival Processing
Department/Division: Refugee Resettlement and Integration
Reports to: R&P Program Officer for Minors & Safety and Security
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

Job Summary: The R&P Program Specialist primarily handles post-arrival processing duties, including coordinating case transfers (both pre-and post-arrival); submitting and reviewing monthly reports to the Refugee Processing Center (RPC); assisting in developing and implementing ECDC training, and participating in the testing and development of ECDC's online database.

Key Responsibilities

Processing Duties

1. Manages the entire process for case transfers to/from other resettlement agencies, ECDC affiliates, and/or the Refugee Processing Center (RPC).
2. Reviews, processes and submits R&P Period Reports to the RPC in a timely manner.
3. Manages the entire process for the handling of I-94 records, Social Security card, and EAD inquiries (including tracking the results of each inquiry.)
4. Assists in creating quarterly Processing Unit/Affiliate Resettlement Summary Reports.
5. Assists in refugee minor tracking and timely report submission.
6. Assists in tracking Class A medical cases and ensures affiliates are connecting Class A medical cases with health care providers upon arrival to follow case-specific medical requirements.
7. Serves as backup/alternate staff for select Post-Arrival processing duties.

Database Support

1. Assists ECDC headquarters and affiliate staff in testing new and updated post-arrival database functionalities and develops database documentation and manuals.
2. Assists in providing training and technical assistance related to post-arrival activities on the R&P database to ECDC's resettlement affiliates.

Program Support

1. Serves as a backup staff for affiliate and client security, tracking, and reporting security incidents and representing ECDC, and participating in external meetings and/or working groups related to security.

2. Assists in the planning, preparation for, and conducting of ECDC's annual national training for ECDC's affiliates as well as other associated trainings, conferences, meetings, and World Refugee Day.
3. Assists in developing, revising, and updating ECDC policies, standard operating procedures, and training materials; prepares and conducts training sessions, including webinars or other similar formats, on post-arrival processing and communication.
4. Conducts monthly reviews of R&P Period and Cultural Orientation Reports submitted by affiliates to ensure compliance and quality assurance.
5. Assists in the preparation of the R&P Quarterly Program Progress report, including review and analysis of R&P Private Resources reports from affiliates.
6. Assists in processing, tracking, and submission of direct client assistance requests submitted by affiliates.
7. Performs other tasks as assigned by the supervisor.

Qualifications and Competencies

- Bachelor's degree required and/or equivalent work experience.
- A minimum of one year of experience working with refugees and/or refugee organizations.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills.
- Strong analytical skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet as well as computer/online database systems.
- Able to manage multiple assignments to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Able to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Able to travel to affiliate sites for monitoring and to provide TA/training.

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

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.