

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

JOB DESCRIPTION

Position Title: R&P Program Specialist, Pre-Arrival Processing
Department/Division: Refugee Resettlement and Integration
Reports to: R&P Program Officer for Pre-Arrival Processing
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, Pre-Arrival Processing for Flights, primarily handles processing duties, including timely monitoring of arrival flight notifications (ABNs/DBNs) and providing subsequent status updates to affiliates; serving as a liaison between IOM and affiliates on flight notification issues; coordinating between IOM and affiliates to complete flight documentation; processing affiliate arrival confirmations, R&P invoices and fund requests for per capita arrival reimbursements; assisting with reviewing and submitting arrival data with RPC to ensure monthly data reconciliation, and participating in the testing and development of ECDC's online database.

Key Responsibilities

Processing Duties

1. Monitors arrival flight notifications (ABNs/DBNs) from IOM and provides a status update to the affiliate network.
2. Serves as liaison between IOM and affiliates for flight notification issues.
3. Coordinates between IOM and affiliates to complete Medical Escort Forms, Handover Documentation, and all other flight-related documentation.
4. Processes and submits monthly Loan Collection report to IOM, following up with affiliates regarding incomplete and/or inaccurate data.
5. Processes affiliate arrival confirmations, R&P invoices, and fund requests for per capita arrival reimbursements.
6. Assists with collecting, reviewing, and submitting arrival data to ensure it reconciles with Refugee Processing Center (RPC) records.
7. Responds to affiliate inquiries in regard to arrivals and resolve individual case issues.
8. Sorts and sends weekly caseload arrival reports.
9. Serves as backup/alternate staff for select R&P processing duties.

Database Support

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

Program Support

1. 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 the pre-arrival processing and communication.
2. Assists in processing, tracking and submitting direct client assistance requests submitted by affiliates.
3. 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.
4. Processes, tracks, and completes R&P Supply Order requests.
5. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual Reports.
6. Performs other tasks as assigned by 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, and computer/online database systems.
- Able to manage multiple assignments, 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@ecdacus.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.