

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

JOB ANNOUNCEMENT

Position Title: R&P Senior Program Officer for Processing
Department/Division: Refugee Resettlement and Integration
Reports to: Associate Director of Reception & Placement
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: This position manages pre- and post-arrival processing activities and supervises processing staff, develops and enhances ECDC affiliates' capacity to provide Reception and Placement (R&P) services, and supports resettlement programming at ECDC. This position directly supervises 3-4 program staff and will be the primary ECDC liaison with 2-3 affiliates.

Key Responsibilities

Processing Duties

1. Oversees and manages pre- and post-arrival processing activities, including assurances, case status, flight status, arrival confirmations, SIV post-arrival requests; IOM Loan Collection and R&P Period Reports; and associated processing reports, ensuring that all tasks are completed on time.
2. Serves as lead for all of the SIV post-arrival application, allocation, and assurance processes as well as for the processing of other Level 1 or otherwise expedited cases.
3. Assists in processing client per capita invoices and fund requests for affiliate reimbursements from the Department of State, verifying that all data reconciles.
4. Processes monthly R&P reconciliation reports and determines any discrepancies between the Refugee Processing Center (RPC)'s and ECDC's data.
5. Oversees development and management of processing activities on ECDC's online database system and processes fund requests for payment to the database development contractor.
6. Supervises the database specialist, who works on database support and testing, including assigning and overseeing job duties; 2-3 R&P Program Officers, who specialize in Pre-Arrival processing activities; updating staff job descriptions; completing job performance review forms, and conducting staff performance evaluations.
7. Serves as an alternate ECDC representative at allocations meetings at the RPC and participates in weekly ECDC in-house allocations meetings.
8. Serves as ECDC's liaison with the RPC, International Organization for Migration (IOM), and other voluntary agencies for processing-related issues; and represents ECDC at the Department of State and other partner meetings related to processing issues.

Affiliate Support

1. Serves as the primary ECDC liaison for 2-3 ECDC's Refugee Resettlement Program affiliates, focusing on the R&P program and other refugee resettlement-related initiatives.
2. Responds to affiliate inquiries and resolve individual case issues.

3. Conducts monthly calls with affiliates.
4. Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance, and prepares and submits R&P monitoring reports on a timely basis.
5. Monitors and tracks affiliate network program compliance and outcomes.
6. Assists in developing R&P-related training materials and provides training and technical assistance to ECDC's resettlement affiliates.

Program Support

1. Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates as well as other associated trainings, conferences, meetings, and World Refugee Day.
2. Assists in proposal writing for the R&P program.
3. Assists in drafting correspondence related to program activities and coordinates completion of ECDC's R&P Quarterly and Annual Reports.
4. Manages the disbursement of PRM program announcements to the ECDC Resettlement team and affiliates.

Qualifications and Competencies

- Bachelor's degree required.
- Previous staff management experience a plus.
- A minimum of two years of experience working with refugees and/or refugee organizations.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues, experience in refugee case processing a plus.
- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet, and computer/online database systems.
- Able to manage multiple assignments, and exercise initiative and judgment, and to 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.
- Able to work evening and weekend hours occasionally.
- Must be legally employable in the U.S.
- Must pass a background check.

To Apply: Please submit, by e-mail (1) a cover letter; (2) a résumé; (3) a salary requirement; and (4) a short writing sample (3-5 pages) to: **Human Resources at hr@ecdCUS.org**

Only qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.