

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

JOB ANNOUNCEMENT

Position: Co-Sponsorship Coordinator
Reports to: Community Engagement and Sponsorship Manager
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The national Co-Sponsorship Coordinator will lead ECDC's work in collaboration with branch offices and affiliate staff to oversee a cohesive community co-sponsorship program across ECDC's refugee resettlement affiliate network. The Co-Sponsorship Coordinator will also partner with national resettlement and government agencies as well as other stakeholders to grow community co-sponsorship and offer training and technical assistance to ECDC's affiliates. Performs other tasks as assigned.

KEY RESPONSIBILITIES

Co-sponsorship Activities

- Review and refine ECDC's co-sponsorship program and training materials that can be adapted and used by ECDC affiliate and community sponsors.
- Document lessons learned and challenges met from program implementation.
- Ensure early identification of risks affecting the implementation of co-sponsorship program activities and propose solutions based on a national context.
- Review monitoring and evaluation tools developed and follow up to ensure they are used properly by implementing staff.
- Collaborate with the ECDC Monitoring, Evaluation, Learning (MEL) Specialist to analyze the data collected, share findings, and make recommendations to improve the program.
- Monitor, adjust, and advocate for sustainable levels of financial and in-kind contributions required of co-sponsors.
- Participate in working group meetings, training, and other learning opportunities provided by resettlement community partners such as the Refugee Welcome Collective and RCUSA to grow knowledge of developments in co-sponsorship models and share resources with ECDC's network.
- Gather co-sponsorship stories in pictures, videos, and text, then work in collaboration with ECDC's Communications Officer so that they can be shared on social media and other media platforms as well as in newsletters.
- Assist with writing pieces and grant reports on co-sponsorship activities, achievements, and challenges to program funders.
- Assist in reviewing quarterly community engagement reports and annual community engagement plans from affiliates by compiling co-sponsorship data, providing feedback to affiliates, and contributing to R&P quarterly report narratives.
- Contribute to upkeep of co-sponsorship page on ECDC's website, including providing updated resources to ECDC's Communications Officer to post.
- Assist in planning and implementing in-person co-sponsorship reflection workshops.
- Assist with budget monitoring of affiliate co-sponsorship pass-through funding from the Catalyst Fund national grant.
- Provide training and technical assistance related to ECDC's Wider Welcome toolkit.
- Assist with Welcome Corps (private sponsorship) tasks as needed.

Training and Technical Assistance

- Provide additional co-sponsorship training to ECDC affiliate network and other stakeholders on ECDC's model of co-sponsorship implementation.
- Plan for and facilitate monthly review meetings with affiliates and branch offices implementing co-sponsorship to share experiences and address challenges.
- Hold individual meetings with branch office staff regularly to better understand how co-sponsorship is being implemented and provide individualized feedback.
- Develop new co-sponsorship resources in collaboration with affiliates and implement updates and dissemination of current resources.
- Assist CE&S manager in planning and holding quarterly community engagement trainings for ECDC's network.

QUALIFICATIONS AND COMPETENCIES

- Undergraduate degree with a minimum of 3 years of relevant work experience in related services field.
- Experience designing and providing training and technical assistance required.
- Excellent English verbal and written skills and demonstrated success working and communicating effectively in a multi-cultural environment and with limited English speakers.
- Knowledge of domestic refugee resettlement, community sponsorship, overseas refugee processing, or refugee and immigration policy issues preferred.
- Strong organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time and meet deadlines; strong attention to detail.
- Proven ability to contribute independently and as a team member, take initiative, and follow instructions.
- Excellent problem-solving skills and the ability to prioritize tasks and manage time effectively.
- Proficiency in Microsoft Office applications and ability to navigate databases.
- Proficiency in using social media.
- Proficiency in more than one language desired.
- Individuals with refugee resettlement and/or co-sponsorship experience encouraged to apply.

SALARY

ECDC provides a competitive annual salary for this position commensurate with experience and ranges between \$68,000-\$72,000.

ECDC BENEFITS PACKAGES

- Medical, dental, and vision insurance available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years' salary for full-time employees at no cost to employees.
- Short- and long-term disability insurance; including workmen's compensation at no cost to employees.
- Generous 403b retirement plan after a new employee completes one year on the job. ECDC contributes up to 10% of the employee's annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years).
- 10 Sick days per year.

To Apply: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdcus.org

ECDC is an Equal Opportunity Employer