

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 Pre-Arrival Specialist supports processing and programmatic tasks in the R&P department, including completing administrative and analytical tasks contributing to the smooth implementation of the R&P program. The Specialist will provide broad support for the department as a whole – key competencies include the ability to work collaboratively and attention to detail.

Key Responsibilities

Processing Duties

1. Assists in reviewing, processing, and submission of R&P Period Reports to the Refugee Processing Center (RPC) and follows up with affiliates about incomplete and/or inaccurate data.
2. Reviews, processes and submits all assurances to the RPC.
3. Coordinates with Refugee Support Centers (RSCs) and RPC about Updated UST Contact information or Updated Case Resettlement Preference. Monitors and manages R&P Processing inbox for updates from RPC and RSCs.
4. Review, processes, and submits all Post-Arrival Walk-in SIV requests.
5. Creates and sends out Weekly Welcome Letters to affiliates.
6. Downloads biodata updates from the RPC, uploads all biodata to ECDC Database, and updates Case Changes reports.
7. Provides technical assistance to ECDC's resettlement affiliates and supports individual case inquiries.
8. Serves as back-up/alternate staff for select processing duties, including flights, I-94 inquiries, case transfers, arrival notifications, reconciliations and allocations.
9. Participates in weekly ECDC in-house allocations meetings.
10. Assists in developing and updating the processing unit manual.
11. Sending monthly reminder email to affiliates about reporting deadlines.

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. Assists in data analysis, including analysis related to affiliate monitoring, cultural orientation assessments, and gender equity.
7. Reviews routine documentation, including affiliate case files, case notes, and Financial Assistance Forms.
8. Serves as back-up/alternate staff for managing select programs, including Medical Tracking, Minors, and AOR.
9. 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.

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@ecdus.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.