ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 66,000 refugees through its affiliates and branch offices.

The Matching Grant Program is a public/private partnership program funded through the Office of Refugee Resettlement (ORR). The program helps refugees and other ORR-eligible populations overcome barriers and obtain jobs within 180 to 240 days of the program service period and become financially independent and self-sufficient without accessing state cash assistance programs. ECDC has been successfully administering the program since 1995.

**Job Summary:** Under the supervision of the Associate Director for Community Integration Programs, the MG Program Officer (PO) supports ECDC’s affiliates and branch offices achieve programmatic compliance and refugee employment and self-sufficiency goals through training, technical assistance, monitoring, and evaluation. Perform other tasks as requested.

**KEY RESPONSIBILITIES**

**Affiliate Support**
- Serves as the primary contact person for assigned MG sites.
- Conducts monthly and quarterly conference calls with MG affiliates; maintains regular communication with network agencies.
- Identifies and coordinates training and technical assistance to affiliate MG staff; provides regular, ongoing program guidance and policy analysis; assists in designing and/or updating training materials; and provides online training using tools such as ProProfs.
- Provides onboarding materials to new MG program staff in affiliate sites and follow up to ensure understanding of MG program guidelines and policies.
- Oversees, schedules, and conducts on-site and routine desk monitoring of ECDC’s MG sites to ensure compliance, document findings, and prepare and submit monitoring reports in a timely manner.
- Coordinates and prepares MG sites for an ORR site or desk monitoring, including working with affiliates on their monitoring report response.
- Analyzes MG program outcomes and presents trends to the Associate Director and affiliate staff to assist them to identify areas requiring performance improvements.
- Develops compliance guidelines for MG affiliates based on the review of program requirements, manuals, outcomes, and analysis of monitoring results.

**Program Support**
- Assists in MG proposal writing as well as affiliates’ budget and local site design development.
- Assists in MG semi-annual program progress, annual, and final closeout reporting.
- Works with grants management staff to review monthly affiliate financial reports, ensuring the appropriate use of federal funds and correct allocation of in-kind contributions.
Reviews and verifies monthly affiliate enrollment rosters.
Assists in creating/updating Standard Operating Procedures (SOPs) and other materials related to the MG Program for both HQ and affiliates’ use.
Conducts annual training needs assessments of MG affiliates.
Attends meetings, conferences, and training related to the MG program, as needed; represents ECDC and participates in external meetings and working groups.

Staff Supervision
- Assists in intern recruitment, hiring, and project management.
- Supervises program specialists as assigned.

Other Responsibilities
- Assists in the planning, preparation for, and implementation of ECDC’s annual national training for ECDC’s resettlement affiliates as well as associated training, events, conferences, and meetings.
- Handles other tasks when requested.

QUALIFICATIONS AND EXPERIENCE
- Bachelor’s degree required. Master’s degree preferred.
- At least two years of work experience in refugee resettlement, employment, and/or case management programs.
- Experience in program/project management.
- Experience in creating and providing in-person and web-based training.
- Excellent written and verbal communication skills.
- Ability to work independently and as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint, the Internet, and online database systems.
- Ability to use Microsoft Teams, Google Docs, Survey Monkey, etc., and online training tools such as ProProfs.
- Ability to manage multiple assignments and provide “error-free” work.
- Ability to plan and manage work to meet deadlines occasionally under limited time constraints.
- Ability to travel to affiliate sites for monitoring and evaluation.
- Must be eligible to work in the United States.
- Must pass a background check.

SALARY. ECDC provides a competitive annual salary for this position commensurate with experience and ranges between $65,000–$68,000.

BENEFITS. ECDC offers an excellent benefits package that includes:
- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national holidays.
- 403(b) retirement plan with ECDC’s contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

TO APPLY. Submit by e-mail: (1) a cover letter; (2) a résumé; (3) three professional references; and (4) salary requirements via email to hr@ecdcus.org

No telephone inquiries, please. Only qualified candidates will be contacted.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER