

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

JOB ANNOUNCEMENT

Position Title: Matching Grant Program Officer
Department/Division: Community Integration Programs
Reports to: Associate Director
Status: Full-Time/Exempt
Location: Arlington, Virginia

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