

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

JOB ANNOUNCEMENT

Position Title: PC UHP Program Officer
Department/Division: Community Integration Programs
Reports to: PC UHP Program Coordinator
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: Under the supervision of the Preferred Communities (PC) Ukrainian Humanitarian Parolees Program Coordinator, the Program Officer is responsible for overseeing the day-to-day program activities related to Ukrainian parolees served at ECDC's PC sites, monitors and evaluates program activities; supports data analysis, programmatic and financial reporting and provides ongoing training and technical assistance, ensures overall program compliance and handles other assignments as required by the supervisor(s).

Key Responsibilities

Affiliate Support

- Serves as primary contact for assigned PC sites for all program-related oversight.
- Conducts on-site and/or desk monitoring of program sites to ensure compliance, documents findings, and prepares and submits monitoring reports on a timely basis.
- Works in collaboration with the grants management team to review assigned PC program site monthly financial expenditures, verifying that all data reconcile and submitting reimbursement requests in a timely manner.
- Compiles, edits, and/or writes program reports, and proposals, and reviews projected budgets and budget narratives for assigned sites.
- Disseminates program-related information and email alerts to program sites.

Program Support

- In collaboration with the Associate Director, reviews outcomes data to ensure progress toward program deliverables and outcomes and identifies areas of strength, best practices as well as challenges that require performance improvement.
- Assists in creating/updating client case file forms, program manuals, and policies; assists PC sites in developing and/or improving program evaluation and tracking tools.
- Attends all meetings, conferences, and training related to the PC program, when requested.

Qualifications

- Bachelor's degree required; Master's degree preferred. A degree in Social Work is preferred.
- Two-year program/project management experience. Familiarity with federally-funded contracts/programs is a plus.
- Proven experience in producing high-quality program reports, data collection, and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience in designing and conducting workshops and training for a large audience.

- General knowledge of domestic refugee resettlement and the work of the USRP and UNHCR.

Competencies

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to travel to affiliate sites for monitoring and provide TA and training.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment in the U.S.
- Must pass a background check.

SALARY. ECDC provides a competitive annual salary for this position commensurate with experience and ranges between \$65,000–\$70,000.

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.

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