

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

JOB ANNOUNCEMENT

Position Title: Program Officer, Preferred Communities Program
Department: Refugee Resettlement and Integration
Department/Division: Community Integration Programs
Reports to: Associate Director
Status: Full-Time/Exempt
Location: Arlington, Virginia

About ECDC: ECDC is a non-profit, community-based organization headquartered in Virginia and founded in 1983. ECDC became a national resettlement agency in 1991 and has since resettled more than 66,000 individuals in the U.S. Currently, ECDC has a network of 22 local resettlement sites that resettle refugees, Afghans, and Ukrainian parolees. Of these, six are ECDC's branch offices, while the remaining are independent, ECBO affiliates. ECDC has decades of experience conducting outreach and engagement with local ethnic communities throughout the country, delivering structured training and technical assistance, cultivating supportive relationships among host communities, monitoring resettlement performance in compliance with federal government resettlement objectives and standards, and marshaling private resources to support refugee resettlement and integration.

Job Summary: Under the supervision of the Associate Director for Community Integration Programs, the Program Officer is responsible for overseeing the day-to-day activities of assigned Preferred Communities (PC) sites, providing training and technical assistance to local sites, and handling other assignments as requested.

Key Responsibilities

Affiliate Support

- Serves as primary contact for assigned PC sites, providing training and technical assistance to program staff.
- 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.
- Reviews assigned PC program site monthly financial expenditures, verifying that all data reconcile and submit 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.
- Handles other assignments as requested.

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.
- Prepares annual fact sheet on ECDC's PC program with quantitative and qualitative data to be shared internally and externally.
- Attends all meetings, conferences, and training related to the PC program, when requested.

- Handles other assignments as requested.

Other Responsibilities

- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates and associated training, conferences, and meetings.
- Handles other assignments as requested.

Qualifications

- Bachelor's degree required; Master's degree 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.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.
- 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.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER