

**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  
**Division:** Community Integration Programs  
**Reports to:** Associate Director  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Project Summary.** Under the supervision of the Associate Director, the Program Officer serves as the lead for coordinating training and developing training materials on Mental Health First Aid, Domestic Violence, and other service areas to be used by PC affiliate sites, preparing guidance on forming partnerships with students from schools of Social Work, establishing best practices tools for strength-based case management and handling other tasks as requested.

**Key Responsibilities**

Affiliate Support

- Serves as the primary liaison for assigned affiliate sites.
- Communicates on a regular basis with affiliate staff, responds to questions, and clarifies program policies and guidelines.
- Conducts on-site and desk monitoring of affiliate sites, documents findings, and prepares and submits monitoring reports.
- Reviews in collaboration with the Grants Management Specialist, assigned affiliate sites' monthly financial expenditures, and approves reimbursement requests.
- Conducts monthly and quarterly conference calls with affiliate staff to discuss challenges, best practices and provide case consultation, as applicable.
- Provides ongoing training and technical assistance via webinars, online platforms, and during annual national training.

Program Support

- Provides and/or coordinates ongoing training and technical assistance to PC site staff to ensure their enhanced ability to provide specialized case management services with respect to Domestic Violence, Gender-Based Violence, Mental Health, etc.
- Develops guidance for affiliate sites on forming partnerships and collaborating with students from schools of social work at local universities.
- Provides and/or coordinates training in Mental Health First Aid, Domestic Violence, and other specialized service areas that support especially vulnerable refugees' successful resettlement and integration.
- Develops program guidance and written materials on specialized services to be shared with and used by ECDC and its affiliate sites staff.
- Leads in designing manuals, guidelines, and other associated program tools related to strength-based case management.
- Assists in PC proposal writing and is responsible for reviewing and editing proposals, budgets, budget narratives, and other materials submitted by assigned affiliate sites.

- Assists affiliate sites in developing/improving program implementation and outcomes tracking tools in collaboration with other headquarters PC staff.
- Oversees assigned interns and their projects, provides ongoing mentorship and advice.

#### Other Responsibilities

- Participates in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement sites, and associated trainings, conferences and meetings.
- Attends meetings and training related to the program when requested, represents ECDC at external meetings and/or working groups.
- Handles other assignments as requested.

#### **Qualifications**

- Bachelor's degree in social work is required. Master's degree in social work preferred.
- 1-2 years of work experience in direct client services, including case management, service coordination and/or mental health services with refugees and/or immigrants, project/program management, monitoring, and evaluation of programs.
- Proven experience in designing and conducting workshops and training to a large audience.
- General knowledge of U.S. refugee resettlement issues and experience working with refugees and/or service providers, a plus.

#### **Competencies**

- Excellent and effective written and verbal communication skills.
- Excellent organizational skills, attention to detail, and ability to plan and manage work to meet deadlines occasionally under limited time constraints.
- Ability to manage multiple assignments, exercise initiative, and judgment, and make decisions within the scope of assigned responsibilities.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, and the Internet; experience with survey tools such as Qualtrics and Survey Monkey and with web meeting platforms such as Zoom, Microsoft Teams, WebEx, and Go-To-Meeting.
- Able to relate professionally to and collaborate with individuals of diverse backgrounds in a multicultural work environment.
- Ability to travel to affiliate sites for monitoring and to provide training and technical assistance.
- 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](mailto:hr@ecdcus.org)

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