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

JOB DESCRIPTION

Position Title: R&P Program Officer, Affiliate Monitoring
Department/Division: Refugee Resettlement and Integration
Reports to: R&P Senior Program Officer
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

Job Summary: The R&P Program Officer for Affiliate Monitoring is responsible for leading and conducting on-site and desktop monitorings of ECDC’s affiliate network; supports the development, implementation, and maintenance of ECDC’s monitoring framework and tools; and is responsible for timely submission of monitoring reports, debriefing program staff on affiliate program performance and compliance, and following up on subsequent corrective actions. This staff member reports to the Senior Program Officer for Post-Arrival and works collaboratively with the Affiliate Network Training Coordinator, and the Monitoring and Evaluation Officer to identify trends in compliance issues and gaps in network knowledge and performance to inform future trainings and technical assistance. Performs other related duties when requested.

Key Responsibilities

Monitoring Duties
- Leads and conducts on-site and remote monitoring visits of ECDC’s branch offices and affiliate network.
- Analyzes data from monitorings to complete written narrative monitoring reports following all monitoring visits.
- Monitors, tracks and implements ECDC’s Annual R&P Monitoring Plan and affiliate Corrective Action plans.
- Leads and completes follow-up desktop reviews and reports to ensure final compliance with internal and federal monitoring findings.
- Supports the development, implementation, and maintenance of the ECDC’s monitoring framework and tools.
- Supports the preparation of qualitative and quantitative reports on affiliate performance. Collaborates with R&P team members to identify training needs based on monitoring results.
- Provides guidance, technical assistance, and recommended resources in response to quality assurance and compliance requests from the affiliate network.
- Creates, manages, and tracks Program Performance Improvement Plans for affiliates following R&P monitorings and follows-up on goals and results.
- Reviews R&P monitoring reports submitted by the Department of State Bureau of Populations, Refugees, and Migration (PRM) and follows up with affiliate network responses, recommendations, and corrective actions.

Program Support
Assists in developing, revising, and updating ECDC policies, standard operating procedures, and training materials; prepares and conducts training sessions, including webinars or other similar formats, on the pre-arrival processing and communication.

Works alongside Affiliate Network Training Coordinator to identify trends and gaps in network knowledge and performance to inform on training needs.

Supports the development and delivery of trainings related to designated areas of expertise, including webinars, case management resources, e-learns, and online courses.

Assists in the planning, preparation for, and conducting of ECDC’s annual national training for ECDC’s affiliates as well as other associated trainings, conferences, meetings, and World Refugee Day.

Assists in drafting correspondence related to program activities and preparing ECDC’s R&P Annual Reports.

Other Tasks
- Actively participates in and contributes to ECDC partner meetings, committees, and working groups.
- Maintains familiarity with current issues and policies influencing U.S. immigration and refugee resettlement.
- Maintains good working relationships with state refugee coordinators and other service providers.
- Performs other tasks as assigned by supervisor.

Qualifications and Competencies
- Bachelor’s degree required and/or equivalent work experience.
- A minimum of one year of experience working with refugees and/or refugee organizations.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills.
- Experience in designing and providing training is required.
- Strong analytical skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint, the Internet, and computer/online database systems.
- Able to manage multiple assignments, exercise initiative, and judgment, and make decisions within the scope of assigned responsibilities.
- Able to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Able to travel to affiliate sites for monitoring and to provide TA/training.
- Must be legally authorized 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 $72,000 - $75,000.

ECDC Benefits Packages
- Medical, dental, and vision insurance available on the first day of employment. ECDC contributes 80% of the premium.
- Life insurance that pays two years’ salary for full-time employees at no cost to employees.
- Short- and long-term disability insurance; including workmen’s compensation at no cost to employees.
- Generous 403b retirement plan after a new employee completes one year on the job. ECDC contributes up to 10% of the employee’s annual salary for all qualified employees.
- 12 federal holidays plus 2 half-day holidays for Christmas and New Year's Eve.
- 15 Vacation days per year (first 5 years).
• 10 Sick days per year.

To Apply: Please submit by e-mail: (1) a cover letter; (2) a résumé; (3) a short writing sample (2-3 pages); and (4) a salary requirement to: hr@ecdcus.org

No telephone inquiries. Only qualified candidates will be contacted.

ECDC is an Equal-Opportunity Employer.