

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

JOB DESCRIPTION

Position: Program Coordinator, Preferred Communities Program
Reports to: Associate Director of Community Integration Programs
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The Program Coordinator will provide day-to-day oversight of ECDC's Preferred Communities (PC) program activities under the Afghan Supplemental Appropriations (ASA) funding. The position tracks clients served under the PC ASA funding, reviews affiliate reports; and works closely with the grants management specialists and the associate director to process affiliate monthly financial reimbursement requests. Leads and/or coordinates training and technical assistance, desk monitoring, periodic check-ins, and monthly and quarterly calls with affiliate staff, supervises program staff under the PC ASA funding, prepares PC ASA-related program reports; participates in ECDC and ORR calls and meetings, and performs other duties as assigned.

KEY RESPONSIBILITIES

Program Coordination and Oversight

- Reviews and refines ORR's PC ASA program policies and materials that can be adapted and used by ECDC affiliates.
- Provide additional training to the ECDC affiliate network on ECDC's PC ASA program policies and subject matters.
- Plans for and facilitates monthly meetings with affiliates implementing PC ASA funds to share experiences and address challenges.
- Documents lessons learned and challenges from program implementation.
- Ensures early identification of risks affecting the implementation of PC ASA funds and proposes solutions based on a national context.
- Analyze data collected for reports, share findings, and make recommendations to improve program implementation.
- Oversees affiliate monitoring plans and schedules; reviews/edits affiliate monitoring reports and records of recommendations, and corrective actions.
- Participates in working group meetings, training, and other learning opportunities to improve knowledge integration of Afghans and shares resources with ECDC's network.
- Assists with writing reports concerning PC ASA fund activities, achievements, and challenges.
- Reviews quarterly narrative reports from affiliates and compiles client data.
- Attends meetings, participates in working groups, and performs other duties as assigned.

Affiliate Budget Management

- Monitors affiliate monthly finance reports, in coordination with grants management specialists, to ensure costs are allowable and proper documentation is received by affiliates.
- Submits to the Gaps Services Manager invoices and fund requests for affiliate reimbursements, verifying that all data reconciles.

Staff Supervision

- Supervises program staff, including assigning and overseeing job duties, setting and adjusting priorities, and preparing timelines for completion of work.
- Approves and signs staff time sheets and PTO requests.
- Provides and/or coordinates training and cross-training for new and existing staff.

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree required.
- At least 3 years of relevant work experience in the related services field.
- Experience in staff supervision and mentoring.
- Experience designing and providing training and technical assistance required.
- Excellent English verbal and written skills and demonstrated success working and communicating effectively in a multicultural environment and with limited English speakers.
- Knowledge of domestic refugee resettlement, community sponsorship, overseas refugee processing, or refugee and immigration policy issues preferred.
- Strong organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time, and meet deadlines; strong attention to detail.
- Proven ability to contribute independently and as a team member, take initiative, and follow instructions.
- Excellent problem-solving skills and the ability to prioritize tasks and manage time effectively.
- Proficiency in Microsoft Office applications and ability to navigate databases.
- Proficiency in more than one language desired.
- 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. Submit by e-mail: (1) a cover letter; (2) a résumé; (3) three professional references via email to hr@ecdcus.org

No telephone inquiries. Only qualified candidates will be contacted.

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