

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

**JOB DESCRIPTION**

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

**Job Overview:** The PC Gap Services Manager will provide day-to-day oversight to ECDC's Preferred Communities (PC) supplemental programs related to Afghans, Ukrainians, and other Refugee Entrants including Cuban Haitians. The position supervises and provides leadership and guidance to senior program officer-level and program coordinator-level and team members who individually oversee their separate programs. Oversees training and technical assistance, site monitoring, holds weekly check-ins, with staff, assists in preparing program reports and proposals; participates in ECDC and ORR calls and meetings, and performs other duties as assigned.

**KEY RESPONSIBILITIES**

**Program Oversight**

- Maintain strong knowledge of allowable PC Supplemental activities and program protocols and standards to serve eligible populations through the supplemental funds.
- Ensure ongoing training is provided to the ECDC affiliate network on each program's policies and subject matters.
- Plans for and facilitates monthly meetings with affiliate staff to share experiences, address challenges, and document challenges and lessons learned from program implementation.
- Oversee the development/enhancement of case file forms and narrative reporting forms to align across supplemental funds.
- Oversee the development/enhancement of online case management tools within relevant databases to track all ORR-required data.
- Analyze data collected for reports, share findings, and make recommendations to improve implementation.
- Oversee affiliate monitoring plans and schedules; review/edit affiliate monitoring reports and records of recommendations, and corrective actions.
- Participate in working group meetings, training, and other learning opportunities to improve knowledge integration of Afghans, Ukrainians, and Cuban Haitians and share resources with the ECDC network.
- Lead in writing program reports concerning the supplemental fund activities, achievements, and challenges. Submit draft reports to the Associate Director for review.
- Contribute to the development of the PC and other proposals related to resettlement and integration when requested.
- Travel to affiliate sites for monitoring or meeting with stakeholders, provide training and technical assistance, and/or other programmatic support.
- Attend meetings, participate in working groups, and perform other duties as assigned.

**Affiliate Budget Oversight**

- Monitor affiliate monthly finance reports, in coordination with the program coordinator and grants management team to ensure costs are allowable and proper supporting documentation is received by ECDC.
- Review and approve affiliate program budgets ensuring compliance with program objectives.

### **Staff Supervision**

- Supervise program coordinators for each supplemental funding, including assigning and overseeing job duties, setting and adjusting priorities, and preparing timelines for completion of work.
- Approve and sign staff time sheets and PTO requests.
- Provide and/or coordinate training and cross-training for new and existing staff.

### **QUALIFICATIONS AND COMPETENCIES**

- Bachelor's degree required.
- At least 4-5 years of work experience in project/program and data management is required.
- Experience in budgeting and finance management.
- Demonstrated experience in staff supervision and mentoring.
- 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, and refugee and immigration policy issues is a plus.
- 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.
- Ability to travel to affiliate sites.
- 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 \$80,000 - \$85,000.

### **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](mailto:hr@ecdcus.org)

No telephone inquiries. Only qualified candidates will be contacted.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER**