

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

JOB DESCRIPTION

Position: Community Engagement Officer
Department: Refugee Resettlement and Integration
Reports to: Community Engagement and Sponsorship Manager
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 78,000 individuals in the U.S. Currently, ECDC has a network of 25 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 Overview: Under the direct supervision of the Community Engagement and Sponsorship Manager, this position is responsible for reviewing annual community engagement plans, holding quarterly community engagement trainings for ECDC's network, compiling and drafting quarterly community engagement reports received from affiliates, taking the lead in new site development process and work to expand ECDC's network of branch offices and affiliates across the U.S. by collaborating with State Refugee Coordinators, State Refugee Health Coordinators, and community stakeholders. This position will annually lead ECDC-HQ staff through identifying locations for new branch offices and/or affiliates and prepare new site development applications for the annual Reception and Placement (R&P) proposal for the U.S. Department of State Bureau of Population, Refugees, and Migration, and perform other tasks as assigned.

KEY RESPONSIBILITIES

Training and Technical Assistance

- Collects, reviews, and provides feedback to ECDC branch offices and affiliates on quarterly community engagement reports to ensure compliance with quarterly consultations, track progress, and identify strengths, weaknesses, and gaps in agency activities.
- Writes narrative portions for community engagement sections of the quarterly R&P reports for the U.S. Department of State Bureau of Population, Refugees, and Migration.
- Guides ECDC branch offices and affiliates in developing/improving their annual community engagement plans.
- Holds quarterly trainings for ECDC's network, incorporating community engagement best practices and experience sharing.
- Works to ensure consistency in reporting community engagement activities across ECDC's network.

- Provide individualized branch office and affiliate feedback and support to ECDC's network to improve quarterly community engagement reporting.
- Works closely with the R&P team to understand ECDC's resettlement network community engagement needs.
- Connects with and learns from other national resettlement agencies and national actors such as RCUSA and other forums to keep up-to-date on current trends and best practices in community engagement.
- Produces or updates relevant and timely content to design community engagement materials, including for ECDC's website if applicable.
- Represents ECDC at meetings, training workshops, and conferences as appropriate.

New Site Development

- Leads in identifying new/potential resettlement sites for branch offices and/or affiliates and actively engages and documents contact with State Refugee Coordinators, State Refugee Health Coordinators, and other community stakeholders.
- Annually prepares new site development applications for ECDC's R&P proposal for the U.S. Department of State Bureau of Population, Refugees, and Migration.
- Serves as the point of contact for newly identified communities for branch offices and/or affiliates during the new site development process.
- Regularly updates the Community Engagement and Sponsorship Manager and ECDC-HQ leadership on new site development progress.

Cross-Agency Collaboration

- Provides ECDC-HQ staff community engagement training to enhance their understanding and align expectations.
- Works with program and development staff in preparing community engagement proposals.
- Assists in collecting stories from quarterly reports featuring community sponsorship activities that can be featured in ECDC national communications pieces—newsletters, social media, and website
- Actively participate in the planning of ECDC events such as the annual national training and conference and World Refugee Day.
- Perform other tasks as assigned.

QUALIFICATIONS

- Bachelor's Degree with three years of related experience or a Master's Degree plus two years of related experience.
- Excellent written and verbal communication skills.
- Experience in narrative and proposal writing.
- Experience in project design and management, including project budgets.
- Proven experience in refugee resettlement preferably in the areas of community outreach/engagement, desirable.
- Experience in public awareness, community outreach, and advocacy initiatives.
- Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, and foundation representatives.
- Strong understanding of the social media landscape, best practices, and analytics tools.
- High-level proficiency with Microsoft Office and social media reporting tools.

- Ability to manage multiple assignments and plan workload to meet deadlines on a timely basis, occasionally under limited time constraints.
- Must be legally eligible to work 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 \$68,000 to \$70,000.

BENEFITS. ECDC offers an excellent benefits package including:

- Medical, dental, and vision insurance are 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 403(b) 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; 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