

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

JOB DESCRIPTION

Position Title: Program Officer, Affiliate Monitoring
Department: Refugee Resettlement and Integration
Number of Positions Needed: Two (2)
Reports to: Head of Monitoring, Evaluation and Training Unit
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. Of these, six are ECDC's branch offices, while the remaining are independent, ECBO affiliates. ECDC has 41 years of experience conducting outreach and engagement with local ethnic communities and community organizations 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 Summary: The R&P Program Officer for Affiliate Monitoring is responsible for conducting on-site and desktop monitoring of ECDC's affiliate network; supports the development, implementation, and maintenance of ECDC's monitoring framework and tools; and ensures the timely submission of monitoring reports. The officer also prepares an appendix that shows what percentage of indicators associated with each program outcome falls into the categories of compliant, mostly compliant, partially compliant, mostly non-compliant, and non-compliant; debriefs program staff on affiliate program performance and compliance; and follows up on subsequent corrective actions. This staff member reports to the head of the Monitoring Evaluation and Training Unit and works collaboratively with the Affiliate Network Training Coordinator and program staff to identify trends in compliance issues and gaps in network knowledge and performance to inform future training and technical assistance. Performs other duties when requested.

Key Responsibilities

Monitoring Duties

- Conducts on-site visits and remote monitoring of ECDC's branch offices and affiliate network.
- Analyzes the data collected from both on-site and remote monitoring to write follow-up narrative reports following all affiliate and branch office monitoring.
- 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 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 affiliates and branch offices.
- Creates, manages, and tracks Program Performance Improvement Plans for affiliates after R&P monitoring visits and follows up on goals and results.

- Reviews R&P monitoring reports submitted to ECDC 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 similar formats, on the pre-arrival processing, post-arrival services, and communications with HQ, state refugee coordinators (SRCs) and state refugee health coordinators (SRHCs), and clients.
- Works with the Affiliate Network Training Coordinator to identify trends and gaps in network knowledge and performance to inform technical assistance and training needs.
- Supports the development and delivery of training related to designated areas of expertise, including webinars, case management resources, e-learnings, 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 training, conferences, meetings, and World Refugee Day.
- Assists in drafting correspondence related to program activities and in preparing ECDC's R&P Quarterly and Annual Reports.

Other Tasks

- Actively participates in and contributes to ECDC partner meetings, committees, and working groups.
- Maintains familiarity with current issues and policies affecting US immigration and refugee resettlement.
- Maintains good working relationships with SRCs and other service providers.
- Performs other tasks as assigned by supervisor.

Qualifications and Competencies

- Bachelor's degree required and equivalent work experience.
- A minimum of one year of experience working with refugees and/or a refugee organization.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent English verbal and written communication skills.
- Experience in designing and providing training is required.
- Strong analytical skills and 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; 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 that ranges between \$72,000-\$75,000.

ECDC Benefits

- Medical, dental, and vision insurance is available on the first day of employment. ECDC contributes 80% of the premiums.

- Life insurance that pays two years' salary for full-time employees is at no cost to employees.
- Short- and long-term disability insurance; including workmen's compensation is 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); and 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.