

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

**JOB ANNOUNCEMENT**

**Position Title:** Program Officer, Preferred Communities Program  
**Department:** Refugee Resettlement and Integration  
**Department/Division:** Community Integration Programs  
**Number of Positions Needed:** Three (3)  
**Reports to:** PC Program Coordinator  
**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 refugee national resettlement agency in 1991 and has since resettled more than 78,000 individuals in the U.S. Currently, ECDC has a network of 26 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.

Funded through the Office of Refugee Resettlement (ORR), the Preferred Communities (PC) program provides long-term intensive case management services to the most vulnerable refugees as well as gap services for up to 90 days including case management, housing, and referral to immigration-related legal assistance to eligible Afghan parolees. The program also provides emergency assistance and case management services to Ukrainian parolees and Cuban/Haitian entrants. ECDC operates the PC program at all of its 26 locations.

**Job Summary:** Under the supervision of the PC Program Coordinator, the Program Officer is responsible for overseeing the day-to-day activities of assigned PC sites. The staff provides training and technical assistance to local sites, monitors and evaluates program activities; supports data analysis, programmatic and financial reporting, provides ongoing training and technical assistance, and handles other assignments as requested.

**Key Responsibilities**

Affiliate Support

- Serves as primary contact for assigned PC sites, providing training and technical assistance to program staff.
- Conducts on-site and/or desk monitoring of program sites to ensure compliance, documents findings, and prepares and submits monitoring reports on a timely basis.
- Reviews PC program site monthly Direct Client Assistance (DCA) expense reports based on ECDC DCA Guidelines, verifies that all data is reconciled, and works closely with the Grants Management Team to submit the Monthly Expense Reports to finance for reimbursement.

- Compiles, edits, and/or writes program reports, and proposals, and reviews projected budgets and budget narratives for assigned sites.
- Collects program Quarterly Reports from the affiliates & branch offices and assists the Program Coordinator in compiling the reports for ORR into one single report.
- Assists program officer with data and reporting with capturing enrollment and progress data from the affiliates & and branch offices through the PC Database and/or Excel sheet trackers.
- Disseminate program-related information and email alerts to program sites.
- Handle other assignments as requested.

#### Program Support

- In collaboration with the Program Coordinator reviews outcomes data to ensure progress toward program deliverables and outcomes and identifies areas of strength, best practices as well as challenges that require performance improvement.
- Assists in creating/updating client case file forms, program manuals, and policies; assists PC sites in developing and/or improving program evaluation and tracking tools.
- Prepares annual fact sheet on ECDC's PC program with quantitative and qualitative data to be shared internally and externally.
- Attends all meetings, conferences, and training related to the PC program, when requested.
- Handles other assignments as requested.

#### Other Responsibilities

- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates and associated training, conferences, and meetings.
- Attends meetings and training related to the program when requested, and represents ECDC at external meetings and/or working groups.
- Handles other assignments as requested.

#### **Qualifications**

- Bachelor's degree required; Master's degree preferred.
- Minimum of one year of experience working with refugees and/or other similar organizations.
- Two-year program/project management experience. Familiarity with federally-funded contracts/programs is a plus.
- Proven experience in producing high-quality program reports, data collection, and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience in designing and conducting workshops and training for a large audience.
- Fluency in one or more Afghan languages, Ukrainian, or community connections in lieu of language fluency is a plus.

#### **Competencies**

- Excellent written and verbal communication skills in English.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet.

- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to travel to affiliate sites for monitoring and provide TA and training.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.
- Must pass a background check.

**SALARY.** ECDC provides a \$70,000 annual salary for this position.

**BENEFITS.** ECDC offers an excellent benefits package that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80% of the premium.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave per year during the first five years of employment.
- 13 days of paid national holidays per year.
- 403(b) retirement plan with ECDC's contribution of 10% after one year of employment.
- Short- and long-term life and disability insurance.

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

No telephone inquiries, please. Only those who submit the **four (4) required items** above will be considered for a review, and qualified applicants will be contacted for an interview.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER**