

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

JOB ANNOUNCEMENT

Position Title: Program Assistant
Department: Refugee Resettlement and Integration
Division: Community Integration Programs
Number of Positions Needed: Four (4)
Reports to: Program Coordinator
Status: Full-Time/Exempt
Location: Arlington, Virginia

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 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.

Job Summary: The Program Assistant works with the assigned program on administrative tasks such as maintaining office calendars, scheduling team meetings and calls with affiliates, taking meeting notes, assisting during training, ordering office supplies as needed, preparing meeting rooms and equipment or technology, and organizing and updating program-related folders in shared drives, and handles other assignments as requested.

Key Responsibilities

- Responsible for providing administrative support to assigned program team members.
- Responsible for organizing the resettlement drive, including mapping documents, and developing a protocol for document retention and storage as needed.
- Assists with organizing meetings and training, including preparing agenda items and circulating them to meeting attendees such as affiliate staff, HQ staff, etc.
- Attends all meetings and takes meeting notes, sensitizes information, and shares with attendees in a timely manner.
- Monitors general email accounts, and coordinates with program staff to respond in a timely manner.
- Works on responses to issues and grievance questions received from federal funders, clients served by the ECDC affiliate network, and other partners, including communicating with affiliates and following up, combining documents, and ensuring that the responses are submitted in a timely manner.
- Participates in relevant funder, working group, and partner meetings when requested.
- Performs other tasks assigned by the supervisor.

Qualifications

- Bachelor's degree required.
- One (1) year of work experience in refugee resettlement and/or other similar organizations, preferred.
- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, and the Internet.
- Ability to use Teams, Zoom, Doodle, Google Docs, Qualtrics, Survey Monkey, etc.
- Detail-oriented with the ability to manage multiple assignments and provide "error-free" work.
- Ability to work independently and as a team member.
- Ability to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Must be legally employable 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 \$60,000–\$65,000.

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 each month.
- 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: 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, 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.