

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

JOB ANNOUNCEMENT

Position Title: Vulnerable Minors Program Officer, Preferred Communities Program
Division: Community Integration Programs
Reports to: GAP Services 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 Summary. Under the supervision of the GAP Services Manager, the Vulnerable Minor Program Officer serves as the lead for coordinating training for ECDC affiliate case managers serving vulnerable refugees, asylees, and specific parolee populations, specifically minors from Central America, Ukraine, and Afghanistan who have recently been released from ORR custody.

Key Responsibilities

Affiliate Support

- Serves as primary contact and resource for ECDC affiliates for unaccompanied minors, providing training and technical assistance to program staff on working with unaccompanied minors and/or other vulnerable populations.
- Provides technical support for affiliate programs including emergency plans, case file documentation, and outreach to other experts locally.
- Assist affiliate case managers through case management consultation of minor cases.
- Coordinates across Reception and Placement staff, PC Intensive Case Management Program Officers, and GAP Service Program Officers on affiliate capacity to serve unaccompanied minors and develop interventions to grow capacity to address challenges in serving unaccompanied minors.
- 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.
- Compiles, edits, and/or writes program reports, and proposals, and reviews projected budgets and budget narratives for assigned sites.
- Disseminate program-related information and email alerts to program sites.
- Handles other assignments as requested.

Program Support

- Acts as in-house expert on unaccompanied minors and child protection.
- Leads in designing manuals, guidelines, and other associated program tools related to strength-based case management.
- Develops and implement a training plan for ECDC affiliates on case management with and for unaccompanied minors.
- Assists affiliate sites in developing/improving program implementation and outcomes in exemplifying best practices for working with vulnerable minors and/or unaccompanied minors.
- Oversees assigned interns and their projects, and provides ongoing mentorship and advice.
- Handles other assignments as requested.

Other Responsibilities

- Participates in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement sites, and associated trainings, 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

- Master's degree in social work or other behavioral or social services field, or equivalent is required.
- 3-5 years of work experience working with minors in a case management setting. Experience with refugee or paroled minors is highly preferred.
- Experience supervising service providers working with vulnerable clients preferred.
- Proven experience in designing and conducting workshops and training for a large audience.
- General knowledge of U.S. refugee resettlement issues and experience working with refugees and/or service providers.

Competencies

- Excellent and effective written and verbal communication skills.
- Excellent organizational skills, attention to detail, and ability to plan and manage work to meet deadlines occasionally under limited time constraints.
- Ability to manage multiple assignments, exercise initiative, and judgment, and make decisions within the scope of assigned responsibilities.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, and the Internet; experience with survey tools and web meeting platforms such as Zoom, Microsoft Teams, WebEx, and Go-To-Meeting.
- Able to relate professionally to and collaborate with individuals of diverse backgrounds in a multicultural work environment.
- Ability to travel to affiliate sites for monitoring and to provide training and technical assistance.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment 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 \$70,000–\$72,000.

BENEFITS. ECDC offers an excellent benefits package that includes:

- Medical, dental, and vision available on the first day of employment. ECDC contributes 80%.
- Generous paid time off, including 15 days of vacation and 12 days of sick leave during the first five years of employment.
- 13 days of paid national holidays.
- 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. **If you are interested in multiple open positions, please submit one resume and cover letter. In the body of the email please note what positions you are interested in.**

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.

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