

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

JOB ANNOUNCEMENT

Position Title: R&P Program Officer
Department: Refugee Resettlement and Integration
Division: Reception and Placement Program
Reports to: R&P Assistant Director, Post-Arrival Unit
Status: Full-Time/Exempt
Location: Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants. ECDC has been resettling refugees from around the world since 1991.

Job Summary: Under the supervision of the Assistant Director for the R&P Post-Arrival Unit, the R&P Program Officer serves as ECDC's lead on housing-related resource development, local sites' housing capacity building, and affordable housing solutions to expand housing opportunities for R&P clients resettled by ECDC affiliates and branch offices. The R&P Program Officer (Housing) works with members of the Post-Arrival Unit to address resettlement barriers and develop collaborative and innovative housing solutions. The Program Officer also supports ECDC, and its affiliate network, in achieving programmatic goals by providing oversight to assigned sites and conducting monitoring, training, and technical assistance.

KEY RESPONSIBILITIES

Housing Support

- Manages the development, implementation, and maintenance of ECDC's housing-related resources for local direct service staff.
- Assists affiliates in accessing federal and non-federal housing resources such as HUD, Airbnb, hotel partnerships, Refugee Housing Solutions, etc., for temporary housing.
- Leads and implements monthly community of practice meetings focused on housing to promote collaboration and best practices sharing among ECDC affiliates and branch offices.
- Creates relationships with private sector housing partners to connect local sites with resources to increase temporary and permanent housing opportunities, including but not limited to funding support.
- Works with PRM Technical Assistance Providers to address gaps and identify local solutions and completes an ongoing assessment to determine locations with the greatest need for accessible housing.
- Provides housing-related technical assistance to the ECDC network, including providing training and/or organizing webinars on affordable housing challenges and requirements.
- Creates detailed reports about ECDC housing support services for internal use as well as for submission to donors/funders.
- Manages the processing of additional direct client assistance applications submitted by affiliate network agencies; and tracks case approvals, expenses, and trends to inform program and financial reporting.
- Provides virtual housing counseling services to clients and local agency staff to improve service provision and understanding of housing guidelines.
- Maintains familiarity with current housing issues and policies influencing U.S. immigration and refugee resettlement.

Affiliate Support

- Serves as the primary ECDC liaison for three to four (3-4) of ECDC's Refugee Resettlement Program affiliates, focusing on R&P and other refugee resettlement-related initiatives.
- Conducts monthly and quarterly conference calls with assigned affiliates.
- Reviews these affiliates' monthly R&P Period Reports and case expenditure forms.
- Reviews these affiliates' R&P budgets and monthly R&P Admin Capacity funding reports.
- Conducts on-site and desk monitoring of these resettlement affiliates to ensure compliance and works closely with R&P Monitoring staff to complete monitoring reports on time.

Program Support

- Assists in developing, revising, and updating ECDC policies, standard operating procedures, and training materials; prepares and conducts training sessions, including webinars or other similar formats on Initial Resettlement processing and communication.
- Supports the development and delivery of training related to housing, 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 and branch offices as well as other associated training, conferences, meetings, and World Refugee Day.
- Assists in drafting correspondence related to program activities. Assists in preparing and writing ECDC's R&P Annual Reports and the R&P annual proposal.
- Actively participates in, contributes to, and represents ECDC at partner meetings, committees, and working groups.
- Performs other tasks as assigned.

QUALIFICATIONS AND COMPETENCIES

- Bachelor's degree required and/or equivalent work experience.
- A minimum of one year of experience working with refugees and/or refugee organizations.
- A minimum of two years of relevant experience in housing support, housing case management programs, or housing counseling services.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills.
- Experience in designing and providing training is required.
- Strong analytical skills.
- 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.
- Able to 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 is \$70,000.

ECDC BENEFITS PACKAGES

- 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 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.
- Twelve (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) salary requirement to: [**hr@ecdcus.org**](mailto:hr@ecdcus.org)

No telephone inquiries. Only qualified candidates will be contacted.

ECDC is an Equal-Opportunity Employer.