

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

JOB ANNOUNCEMENT

Position Title: Data and Reporting Officer
Department: Refugee Resettlement and Integration
Department/Division: Community Integration Programs
Reports to: 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 national resettlement agency in 1991 and has since resettled more than 80,000 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 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 Senior Matching Grant (MG) Program Officer, the Data and Reporting Officer is responsible for overseeing the MG program data, monitoring and evaluating program data practices; supporting data analysis, programmatic reporting, and providing ongoing training and technical assistance. The staff ensures overall program compliance and handles other assignments as requested by the supervisor.

Key Responsibilities

Program Support

- In collaboration with the Program Coordinator, reviews data outcomes to ensure progress toward program deliverables and outcomes, and identifies areas of strength, best practices as well as challenges that require performance improvement.
- Per federal funder requirements, work with ECDC's database staff to build, maintain, and update ECDC's database to successfully create reports.
- Develop and produce regular reports, dashboards, and data visualizations to communicate key insights to stakeholders.
- Collaborate with cross-functional teams to ensure data quality, consistency, and compliance.
- Provide ad hoc data analysis and reporting as required by stakeholders.
- Develop and maintain data documentation, standard operating procedures, and data governance policies.
- Stay up-to-date with industry trends and best practices in data management, analysis, and reporting

Affiliate Support

- Serves as primary contact for MG sites for data-related inquiries.
- Provides administrative and program-related training, in partnership with program officers to affiliate sites on data and database requirements.
- Works in collaboration with the program team to verify that all data is reconciled and troubleshoots with affiliates to fix data-related issues.

- Assist in compiling, editing, and/or writing program reports, and proposals.
- Disseminate program-related information and email alerts to program sites.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Proficient in data analysis and visualization tools such as Tableau and knowledge of database technologies.
- Two-year program/project management experience or data management. Familiarity with federally-funded contracts/programs is a plus.
- Proven analytical skills and attention to detail, with the ability to work with large and complex data sets.
- Proven experience producing high-quality program reports, data collection, and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience designing and conducting workshops and training for a large audience.

Competencies

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet. Experience with data warehousing and ETL tools.
- 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.
- 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 \$72,000–\$75,000.

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

No telephone inquiries, please. Only qualified candidates will be contacted.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER