

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

JOB DESCRIPTION

Position Title: R&P Program Specialist, Pre-Arrival Processing
Department/Division: Refugee Resettlement and Integration
Reports to: R&P Program Officer for Processing
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 for 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 since its inception.

Job Summary: Under the supervision of the R&P Program Officer for Processing, the R&P Program Pre-Arrival Specialist for Assurance supports processing and programmatic tasks in the R&P department, including completing administrative and analytical tasks contributing to the smooth implementation of the R&P program. The Specialist will provide broad support for the Pre-Arrival Unit as a whole – key competencies include the ability to work collaboratively and attention to detail.

Key Responsibilities

Processing Duties

- Analyzes and reviews Refugee Processing Center (RPC) Resettlement Agency (RA) Partner reports to communicate data, information, and trends from RPC Reports.
- Coordinates with R&P Program Officer for Processing, HQ staff, and affiliate network to communicate data, information, and trends from RPC Reports.
- Reviews, processes, and submits assurances to the RPC. Serves as backup for another R&P Program Specialist for Assurances.
- Coordinates with Refugee Support Centers (RSCs) and RPC about Updated UST Contact information or Updated Case Resettlement Preference.
- Assists in monitoring and managing ECDC R&P Processing inbox for updates from RPC and RSCs.
- Downloads biodata updates from the RPC, uploads all biodata to the ECDC Database and updates Case Change reports.
- Provides technical assistance to ECDC's resettlement affiliates and supports individual case inquiries.
- Serves as backup/alternate staff for select processing duties, including flights, case transfers, arrival notifications, reconciliations, and allocations.
- Participates in weekly ECDC in-house allocation meetings.
- Assists in developing and updating the processing unit manual.
- Sends weekly reminder emails to affiliates about reporting deadlines.

Database Support

- Assists ECDC headquarters and affiliate staff in testing new and updated pre-arrival database functionalities and developing database documentation and manuals.
- Assists in providing training and technical assistance related to pre-arrival activities on the R&P database to ECDC's resettlement affiliates.

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 the pre-arrival processing and communication.
- Assists in the planning, preparation for, and conduct of ECDC's annual national training for its affiliates, as well as other associated training, conferences, meetings, and World Refugee Day.
- Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual Reports.
- Serves as backup/alternate staff for other specialized tasks, including R&P Period Reports, Invoice Processing, direct client assistance tracking, and AOR filing.
- Performs other tasks as assigned by supervisor.

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.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills.
- Strong analytical skills.
- Demonstrated ability to use Microsoft Word, Excel, 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.

SALARY

ECDC provides a competitive annual salary for this position commensurate with experience is \$65,000.

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) 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.