

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

JOB ANNOUNCEMENT

Position Title: R&P Program Officer – Processing
Department: Refugee Resettlement and Integration
Division: Reception and Placement Program
Reports to: R&P Assistant Director, Pre-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 Pre-Arrival Unit, the R&P Program focuses on key processing activities, including serving as one of ECDC’s representatives at weekly in-house allocations and during PRM allocations meetings; ensures that affiliates receive allocations and placement guidance; and liaises with the Refugee Processing Center about case updates and changes. 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. The position supervises a Pre-Arrival Processing staff for Assurances and performs other duties as assigned.

KEY RESPONSIBILITIES

Affiliate Support

- Serves as the primary ECDC liaison for two to three (2-3) of ECDC’s Refugee Resettlement Program affiliates, focusing on R&P and other refugee resettlement-related initiatives.
- Responds to affiliate inquiries and resolve individual case issues.
- Conducts monthly and quarterly conference calls with assigned affiliates.
- Reviews assigned affiliates’ monthly R&P Period Reports and case expenditure forms.
- Reviews assigned affiliates’ R&P budgets and monthly R&P Admin Capacity funding reports.
- Conducts on-site and desk monitoring of assigned resettlement affiliates to ensure compliance and works closely with R&P Monitoring staff to complete monitoring reports on time.
- Serves as one of ECDC’s representatives during PRM allocations meetings and ECDC’s weekly in-house allocations meetings, and serves as backup to other Program Officers for Processing.
- Provide one-on-one training, technical assistance, and support to affiliates.

Processing and Program Support

- Co-leads allocation and placement of R&P cases at 25+ sites nationwide. Liaises with ECDC sites and other ECDC departments to determine allocation and placement strategy.
- Works with the ECDC’s Processing Team to track affiliate capacity pipeline reports and manage caseloads for the ECDC network. Distributes pipeline reports to the ECDC network.
- Follows up with the Refugee Processing Center (RPC) on refugee processing-related inquiries.
- 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.
- Serves as backup/alternate staff, as needed, for select processing duties.

- Assists in the planning, preparation for, and conducting of ECDC's annual national training for ECDC's affiliates, 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.

Other Tasks

- Actively participates in, contributes to, and represents ECDC at partner meetings, committees, and working groups.
- Supervises a Pre-Arrival Processing Specialist for Assurances.
- Maintains familiarity with current issues and policies influencing U.S. immigration and refugee resettlement.
- Maintains good working relationships with state refugee coordinators and other service providers.
- 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.
- 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

ECDC is an Equal-Opportunity Employer.