

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

**JOB ANNOUNCEMENT**

**Position Title:** Matching Grant Program Officer  
**Department/Division:** Community Integration Programs  
**Reports to:** Matching Grant Senior Program Officer  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs across the U.S. The Matching Grant Program is a public/private partnership program funded through the Office of Refugee Resettlement (ORR). The program helps refugees and other ORR-eligible populations overcome barriers, obtain jobs within 180 to 240 days of the program service period, and become financially independent and self-sufficient without accessing state cash assistance programs. ECDC has been successfully administering the program since 1995.

**Job Summary:** Under the supervision of the Senior MG Program Officer (PO), the MG Program Officer primarily oversees and manages ECDC affiliates' matching funds, ensuring compliance with the ORR MG Program Guidelines. The PO provides ongoing training and collects and reviews monthly in-kind and cash match reports from affiliates. The staff finalizes and approves the match reports before passing them on to the Grants Management team. In addition, the PO supports 2 to 3 assigned affiliates to achieve programmatic compliance through monitoring, training, and technical assistance. Performs other tasks as requested.

**KEY RESPONSIBILITIES**

Affiliate MG Cash and In-Kind Match Oversight

- Review affiliates' monthly non-federal match reports to ensure the match is allowable, trackable, and within the program period.
- Conduct monthly affiliate individual calls to provide feedback and address concerns and questions regarding their required match.
- Prepare and provide ongoing training on the program's match policies, retaining and managing volunteers, accurately recording, documenting, and reporting volunteer hours, cash matches, etc.
- In collaboration with the MG Senior Program Officer and Grants Management team, ensure each affiliate's integrity regarding in-kind contributions, their valuation, documentation, and targets.
- Support affiliates in planning for community outreach and engagement, including raising private funds, procuring donations, and recruiting volunteers for the MG program.
- Develop resources, manuals, and guidelines on program match requirements.

Affiliate Program Support

- Serve as the primary contact person for 2-3 assigned MG sites.
- Conduct monthly and quarterly conference calls with MG affiliates and regularly communicate with network agencies.
- Identify and coordinate training and technical assistance for affiliate MG staff; provide regular, ongoing program guidance and policy analysis; assist in designing and/or updating training materials; and provide online training using tools such as ProProfs.
- Provide onboarding materials to new affiliate MG program staff and follow up to ensure their understanding of MG program guidelines and policies.
- Oversee, schedule, and conduct on-site and routine desk monitoring of assigned MG sites to ensure compliance, document findings, and promptly prepare and submit monitoring reports to affiliates.

- Coordinate and prepare MG sites for an ORR site or desk monitoring, including working with affiliates on their monitoring report response.
- Develop compliance guidelines for MG affiliates based on the review of program requirements, manuals, outcomes, and analysis of monitoring results.

#### HQ Program Support

- Assist in developing the annual MG proposal and reviewing affiliates' budget and local site design plans.
- Assist in the preparation of MG semi-annual program progress as well as annual, and final closeout reporting.
- Assist in developing/updating Standard Operating Procedures (SOPs) and other materials related to the MG Program for both HQ and affiliates' use.
- Attend meetings, conferences, and training related to the MG program, as needed; represent ECDC and participate in external meetings and working groups.

#### Other Responsibilities

- Assist in intern recruitment, hiring, and project management.
- Assist in planning, preparing, and implementing ECDC's annual national conference and training for ECDC's resettlement affiliates, as well as associated training, events, and meetings.

#### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree required. Master's degree preferred.
- At least two years of work experience in refugee resettlement, employment, and/or case management programs.
- Experience in program/project management.
- Experience in creating and providing in-person and web-based training.
- Excellent written and verbal communication skills.
- Ability to work independently and as a team member.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, the Internet, and online database systems.
- Ability to use Microsoft Teams, Google Docs, Survey Monkey, and online training tools such as ProProfs.
- Ability to manage multiple assignments at the same time and provide detail-oriented work.
- Ability to plan and manage work to meet deadlines that are occasionally under limited time constraints.
- Ability to travel to affiliate sites for monitoring and evaluation.
- Must be eligible to work in the United States.
- 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](mailto:hr@ecdCUS.org) No telephone inquiries, please. Only qualified candidates will be contacted.

**ECDC IS AN EQUAL-OPPORTUNITY EMPLOYER**