

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

JOB ANNOUNCEMENT

Position: Legal Aid Coordinator
Department/Division: Refugee Resettlement and Integration
Status: Full Time
Location: Arlington, Virginia

ABOUT ECDC AND THE APA PROGRAM

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 located across the U.S. Since then, ECDC has resettled over 59,000 refugees from countries around the world via its affiliates and branch offices.

The Afghan Placement and Assistance (APA) program support individuals from Afghanistan granted parole, by providing them initial relocation support services in the United States. The program is funded through the Department of State, Bureau of Population, Refugees, and Migration (PRM) with subcontract awards to national resettlement agencies such as ECDC. The objective for ECDC's APA program is to provide sound and timely oversight of the program across its affiliate network that implement direct service provisions to the Afghan arrivals including assistance with accessing services as well as adjustment of status during the period September 1, 2021 through September 30, 2022.

JOB SUMMARY

The APA Program Legal Aid Coordinator is responsible for supporting ECDC's affiliates connect with pro-bono lawyers or low cost legal resources; supports the establishment of partnerships to ensure free legal services for the Afghan arrivals across sites; and answer questions posed by affiliate staff.

KEY RESPONSIBILITIES

- Supports ECDC affiliate sites by identifying, locating, connecting them to pro-bono or affordable lawyers who will assist Afghan arrivals with legal services to apply for adjustment of status.
- Ensures affiliates have the most relevant and up-to-date information and ensure clients receive legal assistance beyond the program period through partnership agreements for pro bono services.
- Participates in inter-agency working groups and other initiatives to promote legal aid provision to Afghan arrivals.
- Handles inquiries from PRM or other partners and develops materials for affiliates use.
- Tracks outputs and results, conducts beneficiary satisfactory surveys, and prepares success stories and reports.
- May serve as a team member for other assigned tasks under the program.

QUALIFICATIONS

- A minimum of three years of experience working at a law firm, legal department of a company, or non-profit organization providing legal service or the U.S. government dealing with legal issues.
- Familiarity with how the pro bono legal service sector operates is desirable.
- Some knowledge or experience in U.S. immigration law is needed.
- Some knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues will be useful.
- Must be a self-starter and motivated individual for the new position that has been created.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and strong work ethics.
- Ability to maintain confidentiality of financial and other sensitive information.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Microsoft Outlook, Excel, Access, Word and accounting software packages.

BENEFITS: ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays and vacations, as well as a generous retirement plan.

TO APPLY: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdcus.org. No telephone inquiries, please. Only those who submit the four (4) required items above will be considered for review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.