

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

**JOB ANNOUNCEMENT**

**Position:** Afghan Placement and Assistant Program Coordinator  
**Department/Division:** Refugee Resettlement and Integration  
**Division:** Reception and Placement Program  
**Reports to:** Associate Director, Reception and Placement  
**Duration of Employment:** September 1,2021-March 31,2022, with possible extension  
**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 March 31, 2022.

**JOB SUMMARY**

The APA Program Coordinator is responsible for overseeing the day-to-day operations of the APA program and supervising the APA program team. S/he will have direct contact with and provide leadership to ECDC's affiliate network as they implement the APA program.

**KEY RESPONSIBILITIES**

- Primary contact person for the APA program.
- Oversees day-to-day operations of the APA program, including supervising APA program staff.
- Leads APS community of practice for ECDC's affiliate network and documents best practice and share with partners.
- Serves as a liaison between affiliates, PRM, DHS and other stakeholders who will be involved in the implementation of the program.
- Follows up on monitoring plans and ensures timely on-site and desk monitoring are conducted and corrective actions are implemented.
- Oversees the review of affiliate monthly financial reports before they are submitted to finance department.
- Writes and submits required program reports, including close out.

**QUALIFICATIONS**

- A Bachelor's degree in project management, business administration or similar field.
- Minimum of three years of project management experience.
- Knowledge and experience working with refugees and immigrants highly preferred.
- 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](mailto: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.**