

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

**JOB ANNOUNCEMENT**

**Position Title:** Associate Director  
**Department/Division:** Community Integration Programs  
**Reports to:** Director of Refugee Resettlement and Integration  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary:** The Associate Director of Community Integration (CI) Programs oversees the day-to-day operations of ECDC's Matching Grant (MG), Preferred Communities (PC), and other programs that support the post-arrival resettlement and integration efforts of refugees resettled by ECDC; supervises program staff; and performs other tasks when required.

**Key Responsibilities**

LEADERSHIP

- Serves as program-level contact for the Office of Refugee Resettlement (ORR).
- Responds to requests for information and all other inquiries from ORR program officers and ECDC affiliate directors and program managers.
- Develops strategic direction for the work of the CIP division in consultation with the director. This will include establishing/setting annual and quarterly staff and division strategic goals and objectives, including reviewing resource projections and priorities.
- Actively participates in the preparation for and implementation of ECDC events, including ECDC's annual national conference and training and other associated training, and meetings.
- Works with the director in new program development and provides input for new proposals that support the resettlement and integration of refugees.
- In collaboration with the director, develops, implements, and updates key programs documents, case management forms, data collection and reporting tools, performance improvement plans, standard operating procedures, Monitoring & Evaluation Protocols, and other program-related guides.

STAFF SUPERVISION

- Supervises program staff, including assigning and overseeing job duties, setting and adjusting priorities, and preparing time lines for completion of work.
- Approves and signs staff time sheets and PTO requests.
- Approves staff program-related expenses and signs fund requests.
- Provides and/or coordinates training, including cross-training for new and existing staff and keep track of the trainings.
- Completes formal 3-month job performance reviews and evaluations for new staff as well as quarterly and annual evaluations of all program staff to be reviewed by the director prior to meeting with staff.
- Develops team meeting agendas in conjunction with the Associate Director of the Reception and Placement Program, alternating as the lead for team meetings.

- Resolves informal complaints and grievances, and provides advice and counsel to staff related to work and administrative matters in consultation with the director.

## PROGRAM AND GRANT ADMINISTRATION

### ECDC Headquarters Engagement:

- Oversees affiliate monitoring plans and schedules; reviews affiliate monitoring reports and records of recommendations and outcomes prior to submission to the director.
- Leads in facilitating the preparation for the ORR's monitoring of affiliates and/or ECDC headquarters.
- Engages and collaborates actively with the director in programs proposal preparation and submission process.
- Forwards client enrollment waiver requests to the ORR for enrollment in MG/PC programs.
- Oversees the process, and writes and submits for review to the director quarterly program reports, annual program reports, and other program-related reports and documents.
- Travels occasionally to affiliate sites to monitor project activities, progress, discuss challenges, and meet with partners and stakeholders.
- Disseminates educational, informational, procedural, training, and other materials to affiliates.
- Provides oversight for the MG and PC databases, which includes working closely with program staff and data support staff, database developer and IT manager.
- Ensures program data collection tools accurately track program progress, outcomes, and effectively assesses if program goals and objectives are met.
- Assists in project close-outs of grants, ensuring compliance with programmatic requirements and proposed goals/objectives.

### Budget Management:

- Oversees the tracking of affiliate budget and monthly expenses, ensuring expenditures are consistent, allowable, and are in compliance with grant spending terms and conditions.
- Submits invoices and fund requests for affiliate reimbursements, verifying that all data reconciles.
- Assists in preparing and submitting budget carryover and/or no-cost extension requests to the ORR, when needed.

### Affiliate Engagement:

- Holds quarterly affiliate director calls to discuss program policy updates and operational procedures.
- Provides ongoing technical guidance to affiliates on the interpretation and application of grant policies and guidelines, including the PC Cooperative Agreement.
- Oversees the needs assessment of affiliates to identify gaps in services, resources and knowledge.
- Assists in preparing ECDC/Affiliate subcontract agreements for grants managed by the CIP division.
- Oversees the development and implementation of ongoing training for affiliate staff, including training for directors, program managers, and case managers, including webinars and online training platforms.
- Responds to MG/PC affiliates grievances and helps resolve issues between HQ staff and affiliates.

## EXTERNAL RELATIONS

- Ensures strong agency relations with external partners and stakeholders.

- Collaborates actively with other resettlement agencies including representing ECDC in RCUSA committees, subcommittees or working groups.

### **Qualifications**

- A bachelor's degree is required. A Master's degree preferred.
- Minimum of 3 years progressive program management and staff supervision experience.
- Minimum of 3 years of experience working with refugees and/or refugee organizations or other similar organizations.
- Knowledge of domestic refugee resettlement and/or refugee and immigration policy issues.
- Excellent and effective written and verbal communication skills and ability to communicate clearly and concisely in English.
- Demonstrated ability to use Microsoft Word, Excel, and Power Point, the Internet, webinars, Skype, survey monkey, Teams, Zoom, GoToMeeting, and database applications.
- Ability to manage multiple assignments.
- Ability to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Ability to travel to affiliate sites for monitoring and to provide training and technical assistance.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.

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

### **Contact with Others**

Position involves daily contact at a significant level with ECDC's resettlement affiliate network and ECDC staff.

### **Performance Criteria**

Related to job responsibilities, core competencies, and performance goals developed with supervisor and set annually.

**TO APPLY.** Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to [hr@ecdcus.org](mailto:hr@ecdcus.org) No telephone inquiries, please.

Only qualified applicants will be contacted for an interview.

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