

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

JOB ANNOUNCEMENT

Position: Communications and Public Relations Officer
Department/Division: Administration
Reports to: Director of Community Engagement
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary

The Communications and Public Relations Officer is responsible for coordinating ECDC's national-level community outreach, including the organizations communications, as well as with the press, and public events such as the national conference, Advocacy Day, World Refugee Day, and community forums. The role is also responsible for assisting with training and providing technical assistance to ECDC's affiliate network to support their community outreach efforts and provides support to those interested in creating community sponsorship programs.

Key Responsibilities

Communications and Public Relations

- Serves as the lead in the development of organizational marketing materials, including designing and managing an editorial calendar.
- Develops high quality marketing and communications collateral and manages ECDC website information, social media, e-newsletters, and press releases ensuring that ECDC is using its communications channels in a timely and consistent manner, assessing its imprint, and increasing its audience.
- Updates and manages ECDC's website with support from IT staff.
- Leads the development and distribution of ongoing stakeholder communication, including a monthly newsletter, ECDC's social media content, and press releases.
- Works closely with program directors to gather content for all online appeals and campaigns and serve as the lead to get all of these materials distributed electronically.
- Works closely with the Director of Community Engagement on communication projects, including the annual report, annual appeal, and generation of other fund development collateral.
- Refines/updates ECDC's brand and messages for diverse audiences.
- Cultivates relationships with ethnic and mainstream media outlets and write/distribute press releases and media alerts.
- Manages logistics and data of community engagement and fund-raising events such as annual national conference, Advocacy Day, World Refugee Day, and community forums.
- Represents ECDC at meetings, training workshops, and conferences as appropriate.

Community Outreach

- Assists in providing training and technical assistance to ECDC resettlement affiliates in developing and implementing their community engagement plans and communication activities to promote their organizations and resettlement services to their respective communities.

- Organizes, manages, and shares community sponsorship (CS) materials with affiliates and provides training on CS as needed.

Resource Development

- Acts as the point of contact for existing and prospective institutional funders when necessary.
- Researches and design moves management plans for specific institutional funders and partners as necessary.
- Builds and maintain relationships with points-of-contact at foundations, public sector entities, and corporations as assigned and appropriate.
- Ensures gift records, donor information, grant information, and other fundraising components are up-to-date and updated on an ongoing basis.
- Provides donor reports, both ongoing and on request, to Senior Management & Leadership.
- Develops/updates mailing lists of individual donors.
- Enters donor data information into donor management system as needed.
- Supports with grant writing as needed.

Qualifications

1. College degree in communications/marketing, business, international affairs, politics or other related field.
2. Proven track record of successful campaign development and building strategic relationships.
3. Experience in public awareness, community outreach, and advocacy initiatives.
4. Demonstrated experience in fundraising and event planning – 2+ years desired.
5. Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, foundation representatives.
6. Strong understanding of the social media landscape, best practices, and analytics tools.
7. High level proficiency with Microsoft Office and social media reporting tools.
8. Experience developing project budgets.
9. Ability to manage multiple assignments and plan work load to meet deadlines on a timely basis, occasionally under limited time constrains.
10. Must be legally eligible to work in the U.S.

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 by e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages); and (4) a salary requirement to hr@ecdcus.org

No telephone inquiries, please.

Only those who submit the **four (4) required items** above will be considered for a review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.