

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

JOB ANNOUNCEMENT

Position: Community Engagement Officer
Department/Division: Refugee Resettlement and Integration Division
Reports to: Associate Director, Refugee Reception and Placement Program
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary. The Community Engagement Officer provides Training and Technical Assistance (T&TA) to ECDC's affiliate network to ensure it has strong community engagement plans, including community sponsorship programs. This position also works on ECDC's community engagement outreach, communications, special events, and may assist with grant writing activities.

Key Responsibilities

1. Resettlement Program Activities

- Provides Training and Technical Assistance (T&TA) to ECDC resettlement affiliates in developing and implementing community engagement plans to promote their organizations and resettlement services in their respective communities.
- Leads Community Engagement training/webinar series.
- Tracks and monitors affiliates' compliance with PRM quarterly stakeholder consultation requirements and provides information to associate director in a timely manner.
- Ensures Refugee and Placement (R&P) program and performance information are accessible to the public on ECDC's website and social media.
- Assists the Director of Community Engagement in sharing community sponsorship information, materials, and training on a scheduled basis.

2. Community Engagement

- Manages ECDC's communication platforms and leads the development and distribution of a monthly newsletter, ECDC's social media content, ECDC's editorial calendar, and press releases.
- Works with the Director of Community Engagement on various activities, including national level community outreach and private sponsorship, the ECDC annual report, and community outreach projects.
- Supports and/or participates in ECDC's events such as annual national affiliate network training and conference, Advocacy Day, World Refugee Day, and community forums.
- Represents ECDC at meetings, training workshops, and conferences.
- Assists with community engagement projects.

3. Qualifications

- Bachelor's degree in communications/writing required. A master's degree preferred.
- Minimum 2 full-time years of work experience in communications, including social media, and exceptional writing skills.

- Demonstrated experience designing and leading training sessions, community outreach, partnership development, and assisting in event management.
 - Excellent organizational skills, capable of handling multiple projects with competing deadlines, and the flexibility to manage shifting priorities.
 - Ability to prepare and deliver information both internally and externally and to comfortably interact with diverse audiences as well as non-profit and community groups.
 - Experience with community organizing and community outreach.
 - Experience working with refugee and immigrant communities preferred.
 - Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, and foundation representatives.
 - Must be legally eligible to work in the U.S.
4. **Benefits.** ECDC offers an excellent benefits package, including health, dental, life and disability insurance, paid holidays and vacation time as well as a generous retirement plan.
5. **To apply,** please submit by email (1) a cover letter; (2) a resume; (3) a short-writing sample; and (4) a salary requirement to hr@ecdcus.org

No telephone inquiries, please.

Only those who submit all four required items indicated above will be considered, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.