

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

JOB ANNOUNCEMENT

Position Title: Database Support
Department: Refugee Resettlement and Integration
Division: Reception and Placement
Reports to: Lead Program Officer, Data and Reporting
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

Under the guidance of the Lead Program Officer for Data and Reporting, the Database Support staff is responsible for ensuring ECDC's online resettlement program database has up-to-date functionality required to meet ECDC's data needs efficiently and securely. This position supports both ECDC APA and affiliate program staff.

KEY RESPONSIBILITIES

- Produces reports to satisfy program data requirements.
- Enhances existing system builds for usability by diverse affiliate staff.
- Updates database manuals to reflect changes and new builds.
- Creates efficient and effective ways of tracking volunteer hours and donations for affiliate sites for the grant.
- Validates program data via database system, ensuring accuracy.
- Tests new database builds for bugs, fixing all issues prior to production.
- Trains new and existing staff on how to effectively use the system. Provides ongoing support to affiliate staff for their needs on APA program application use.
- Creates new user accounts for affiliate staff.
- Tracks all database issues and reports them to database developers.

- Works with outside agencies, including RPC, IOM, and PRM, as needed, to design interfaces that meet program data reporting requirements.
- Addresses data security concerns from a programmatic standpoint.
- Works closely with database developers and ECDC IT staff on technical needs.

QUALIFICATIONS AND EXPERIENCE

- Associate degree or certificate in database management or 1-2 years of experience working as database support.
- Willingness to learn about technical aspects of refugee resettlement program.
- Superior analytical skills, attention to detail, and strong work ethics.
- Knowledge of Microsoft Excel and Google Sheets and data visualization software such as Tableau.
- Excellent interpersonal and communications skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all staff levels at ECDC and affiliates.
- Ability to maintain confidentiality of clients Personally Identifiable Information.

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.

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 No telephone inquiries, please.

ECDC IS AN EQUAL OPPORTUNITY EMPLOYER