**Job Announcement**

**Position Title:** Preferred Communities Program Officer  
**Department/Division:** Community Integration Programs  
**Reports to:** Associate Director of Community Integration Programs  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary:** The Program Officer (PO) provides oversight, develops and enhances ECDC affiliates’ capacity to successfully implement the Preferred Communities (PC) program; serves as the lead in developing best practices tools on strength-based intensive case management model; assists in designing/developing program processing tools such as case file forms, program guidance and standard operating procedures. The PO determines priorities and ensures program performance complies with ECDC and ORR requirements.

**Key Responsibilities**

**Affiliate Support**
- Serves as the primary liaison for assigned PC affiliate sites.
- Communicates on a regular basis with affiliate PC staff, responds to questions and clarifies program policies and guidelines.
- Conducts on-site and desk monitoring of PC affiliates, documents findings, and prepares and submits monitoring reports.
- Reviews affiliate monthly financial expenditures and prepares reimbursement requests on a timely basis.
- Disseminates project-related information and emails alerts to PC affiliates.
- Conducts monthly and quarterly conference calls with affiliate PC staff.
- Provides ongoing training and technical assistance via webinars, online platforms and during ECDC’s annual national network training.

**Program Support**
- Lead on developing ongoing best practices tools on strength-based case management model to be shared with ECDC’s PC affiliates.
- Lead on writing quarterly success stories of PC clients to be shared with ORR and posted on ECDC’s website.
- Responsible for reviewing and editing reports, proposals, budgets, budget narratives, and other materials submitted by assigned affiliate sites.
- Monitors, tracks, compiles, and writes affiliate program outcomes and share report with the Associate Director in a quarterly basis.
- In collaboration with other PC staff, identifies resources to support the capacity of ECDC and its PC affiliates to serve special needs populations.
- In collaboration with other PC staff, assists PC affiliates in developing/improving program implementation and processing tools as well as standard operating procedures.
- In collaboration with other PC staff, conducts needs-assessment of PC affiliates twice a year or more as needed.
• Attends all meetings, conferences and training related to the project when requested.
• Assists in maintaining the PC program database.
• Oversees intern projects, provides ongoing mentorship and advice, when assigned.
• Handles other assignments as required.

Other Responsibilities
• Assists in the planning, preparation for, and implementation of ECDC’s annual national training for ECDC’s resettlement affiliates, and associated trainings, conferences and meetings.
• Represents ECDC at external meetings and/or working groups.
• Handles other assignments as required.

Qualifications
• Bachelor’s degree required. Master’s degree is preferred.
• A minimum of two years of work experience in direct case or project management is preferred.
• Proven experience in designing and conducting workshops and trainings to a large audience.
• Experience in monitoring and evaluation of programs.
• Familiarity with federally-funded contracts/programs.
• General Knowledge of domestic refugee resettlement issues and experience working with refugees and/or service providers, a plus.

Competencies
• Excellent and effective written and verbal communications skills.
• Excellent organizational skills, attention to detail and ability to plan and manage work to meet deadlines occasionally under limited time constraints.
• Ability to manage multiple assignments, to exercise initiative and judgment and to make decisions within the scope of assigned responsibilities.
• Ability to work independently as well as a team member.
• Demonstrated ability to use Microsoft Word, Excel, PowerPoint and the Internet; experience with survey tools such as Qualtrics and SurveyMonkey.
• Experience with web meeting platforms such as Adobe Connect, WebEx, and Go-To-Meeting.
• Able to relate professionally to and collaborate with individuals of diverse backgrounds in a multicultural work environment.
• Ability to travel to affiliate sites for monitoring and provide training and technical assistance.
• Ability to work evening and weekend hours occasionally.
• Must be legally eligible for employment in the U.S.
• Must pass a background check.

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 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.

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