

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

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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