

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

**JOB ANNOUNCEMENT**

**Position Title:** Program Assistant  
**Department/Division:** Community Integration Programs  
**Reports to:** MG Senior Program Officer  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary:** Under the direction of the MG Senior Program Officer, the Program Assistant will provide administrative and programmatic support on all aspects of the MG program.

**Responsibilities**

Processing

- Compiles and reviews affiliates monthly MG financial and match reports, ensuring accuracy, allowability and timely submission of reports.
- Reviews monthly enrollment rosters and processes reimbursement invoices.

Affiliate Support

- Follows up with affiliates on desk and/or on-site monitoring corrective actions implementation and recommendations.
- Assists in reviewing initial affiliate reports and proposals.
- Assists during conferences, meetings, training workshops, including preparing training materials and handling logistical matters.
- Assume a back-up role for the senior program officer during absences.

Program Support

- Assists in maintaining ECDC's MG database, including data-entry.
- Assists with writing MG program success stories.

Other Responsibilities

- Performs other duties assigned by supervisor and the associate director of community integration programs.

**Qualifications and Competencies**

- Bachelor's degree required.
- 1-2 years of work experience, preferably in refugee resettlement and/or other refugee programs.
- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint, and the Internet
- Ability to use technologies such as webinars, google doc, qualtrics, and survey monkey, etc.
- Detail oriented with the ability to manage multiple assignments and provide "error-free" work.
- Ability to work independently and as a team member.
- Ability to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Ability to work evening and weekend hours occasionally. Must be legally eligible for employment in the U.S.
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**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 fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages); and (4) a salary history and requirement to:

Human Resources

Ethiopian Community Development Council, Inc.

901 S. Highland Street

Arlington, VA 22204

Fax: (703) 685-0529

OR Email: [hr@ecdcus.org](mailto: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.**