

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

**JOB ANNOUNCEMENT**

**Position Title:** Database Support Specialist  
**Department:** RP/APA  
**Reports to:** Senior Program Officer  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Position Summary:** The Program Database Support Specialist is responsible for ensuring ECDC's online programs database has up-to-date functionality required to meet ECDC's data needs efficiently and securely. This position supports both ECDC resettlement and affiliate program staff.

**KEY RESPONSIBILITIES**

- Tests new database additions for bugs, insuring that all issues are fixed prior to using.
- Produces Affiliate grant financial reports to satisfy program data requirements.
- Enhances existing system created for use by affiliate staff.
- Updates database manuals to reflect changes and/or new additions.
- Validates program data via database system, ensuring accuracy.
- Creates user accounts for affiliate staff and closes accounts when affiliate staff leave.
- Tracks all database issues and reports them to supervisor and database developer.
- Works with database developer with interfaces that meet program data reporting needs.
- Addresses data security concerns from a programmatic standpoint.
- Works closely with database developers to make sure the grant financial database works
- Works closely with program officer/grant management? to make sure affiliate financial reports for RP and APA are submitted.

**QUALIFICATIONS AND EXPERIENCE**

- Associate degree or certificate in database management or 1-2 years of experience working as database support.
- Willingness to learn programmatic and technical aspects of refugee resettlement program.
- Superior analytical skills, attention to detail, and strong work ethic.
- Knowledge of Microsoft Excel, 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 cultural backgrounds and staff levels at ECDC and affiliates.
- Ability to maintain confidentiality of client 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](mailto:hr@ecdcus.org) No telephone inquiries, please.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER**