

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

JOB ANNOUNCEMENT

Position: Refugee Co-Sponsorship Coordinator
Reports to: Community Engagement and Sponsorship Manager
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Overview: The Refugee Co-Sponsorship Coordinator will lead ECDC's work in collaboration with branch offices and affiliate staff to launch a cohesive community co-sponsorship program across ECDC's refugee resettlement affiliate network. The Co-Sponsorship Coordinator will also partner with national resettlement and government agencies as well as other stakeholders to grow community co-sponsorship and offer training and technical assistance related to ECDC's Wider Welcome toolkit.

KEY RESPONSIBILITIES

- Review and refine ECDC's co-sponsorship program and training materials that can be adapted and used by ECDC affiliates, and community sponsors.
- Provide additional co-sponsorship trainings to ECDC affiliate network and other stakeholders on ECDC's model of co-sponsorship implementation.
- Plan for and facilitate monthly review meetings with affiliates and branch offices implementing co-sponsorship to share experiences and address challenges.
- Hold individual meetings and conduct site visits to affiliate and branch office staff regularly to better understand how co-sponsorship is being implemented and provide individualize feedback.
- Document lessons learned and challenges from program implementation.
- Ensure early identification of risks affecting the implementation of co-sponsorship programs and propose solutions based on a national context.
- Review monitoring and evaluation tools developed and follow up to ensure they are used properly by implementing staff.
- Collaborate with the Monitoring, Evaluation, Learning (MEL) Specialist to analyze the data collected, share findings and make recommendations to improve the program.
- Participate in working group meetings, trainings, and other learning opportunities to grow knowledge of developments in co-sponsorship models and share resources with ECDC's network.
- Monitor, adjust, and advocate for sustainable levels of financial and in-kind contributions required of co-sponsors.
- Assist with implementation of the work plan for co-sponsorship activities.
- Assist with writing reports on co-sponsorship activities, achievements and challenges to different funders.
- Review quarterly community engagement reports from affiliates and compile co-sponsorship data.
- Gather co-sponsorship stories in pictures, videos and text then work in collaboration with ECDC's Communications Officer so that they can be shared on social media and other media platforms as well as in newsletters.
- Participate in the redesign of ECDC's website to make co-sponsorship training materials and resources easily accessible online for co-sponsorship groups and staff.
- Attend meetings, participate in working groups, and perform other duties as assigned.

QUALIFICATIONS AND COMPETENCIES

- Undergraduate degree with a minimum of 3 years of relevant work experience in related services field.
- Experience designing and providing training and technical assistance required.
- Excellent English verbal and written skills and demonstrated success working and communicating effectively in a multi-cultural environment and with limited English speakers.
- Knowledge of domestic refugee resettlement, community sponsorship, overseas refugee processing, or refugee and immigration policy issues preferred.
- Strong organizational skills with the ability to juggle multiple tasks, set priorities, effectively manage time and meet deadlines; strong attention to detail.
- Proven ability to contribute independently and as a team member, take initiative, and follow instructions.
- Excellent problem-solving skills and the ability to prioritize tasks and manage time effectively.
- Proficiency in Microsoft Office applications and ability to navigate databases.
- Proficiency in using social media.
- Proficiency in more than one language desired.
- Individuals with refugee resettlement and/or co-sponsorship experience encouraged to apply.

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 (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdCUS.org No telephone inquiries, please.

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