

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

**JOB ANNOUNCEMENT**

**Position Title:** Program Assistant  
**Department/Division:** Matching Grant Program  
**Reports to:** MG Program Officer  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

Through funding from the Office of Refugee Resettlement, the ECDC administers the Matching Grant program at 16 sites across the U.S. The program provides job readiness services to employable refugee adults who are expected to become self-sufficient within 180-days of arrival in the U.S. The program promotes early economic self-sufficiency of refugees.

**Job Summary:** The Program Assistant will provide administrative and programmatic support for ECDC's MG headquarters staff.

**Main Responsibilities**

1. Reviews monthly enrollment rosters and processes reimbursement invoices.
2. In collaboration with the Grants Management Specialist, compiles and reviews affiliate MG financial and match reports, ensuring accuracy and allowability.
3. Reviews 120/180 employment and self-sufficiency data entered in the MG database by affiliates, ensuring accuracy and verifiability.
4. Maintains ongoing communications with affiliates such as sending monthly reminders of enrollment and financial reporting following up with deadlines.
5. Tracks and follows up on affiliate and SRC consultations.
6. Schedules monthly calls with affiliates, attend meetings and take minutes of the meeting.
7. Collaborates with MG program offices in developing training and assist during the training by taking attendance and helping with slides and providing other technical assistance.

**Overall Affiliate and Program Support**

- Assists in conducting/coordinating MG desk monitoring of affiliates.
- Assists in maintaining ECDC's MG database, including data-entry.
- Assists in maintaining ECDC's MG online training platform, ProProfs.

**Other**

- Assists during ECDC national conferences, meetings, training workshops, including preparing training materials and handling logistical matters.
- Performs other duties assigned by supervisors.

**Qualifications and Competencies**

- Bachelor's degree required.
- 1-2 years of work experience, in refugee resettlement and/or other refugee programs, preferred.
- 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.
- Must pass a background check.

**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 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.**