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 and PC Senior Program Officer
Status: Full-Time/Exempt
Location: Arlington, Virginia

Through funding from the Office of Refugee Resettlement, the ECDC administers the Matching Grant and Preferred Communities programs at 12 sites across the U.S. The MG 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 Preferred Communities program provides intensive case management services for up to one year to vulnerable refugees who have been in the country for the last five years. Both programs promote early economic self-sufficiency and long-term integration of refugees.

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

Main Responsibilities

Matching Grant Program
1. Monthly Enrollment and Reimbursement—reviews monthly enrollment rosters and processes reimbursement invoices.
2. Monthly and Quarterly Financial and Match Reports—compiles and reviews affiliate MG financial and match reports, ensuring accuracy and allow ability.

Preferred Communities Program
1. Enrollment Exception Requests—processes affiliate enrollment exception requests for dual-enrollments, re-enrollments and enrollments outside of eligibility period and submits them to HQ PC program officers.
2. Quarterly Program Reports—compiles and reviews affiliate quarterly program reports, documenting trends, and drafting them into a written report.

Overall Affiliate and Program Support
• Assists in conducting/coordinate MG/PC 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 conferences, meetings, training workshops, including preparing training materials and handling logistical matters.
• Performs other duties assigned by supervisors and the associate director of community integration programs.
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

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.