

JOB ANNOUNCEMENT

Position: Co-Sponsorship Manager
Reports to: Director, ECDC MCC, Brattleboro
Status: Full Time
Location: Brattleboro, Vermont

ABOUT ECDC Multicultural Community Center

ECDC Multicultural Community Center (MCC) is a local branch office of the Ethiopian Community Development Council Inc. (ECDC). ECDC is one of nine national resettlement agencies authorized by the Department of State to resettle refugees. The mission of ECDC and its local offices is to empower refugees and immigrants to lead a life of dignity, become self-sufficient, and integrated members of American society.

JOB SUMMARY

Community sponsorship is an approach that actively engages civil society to take the lead in welcoming refugees into their communities. Community sponsorship is an umbrella term that includes different ways that civil society organizations, faith groups, businesses, and individual citizens can be directly involved with refugee resettlement and longer-term integration. Co-sponsorship is a form of community sponsors where groups commit, in writing, to providing financial and/or in-kind support and volunteer to provide core program services to refugees they are paired with to empower newly resettled refugee families as they establish themselves in their new communities. The Co-Sponsorship Manager will be responsible for overseeing the day-to-day operations of the Co-Sponsorship program. He/She/They will have direct contact with and provide supervision to ECDC MCC Co-Sponsorship groups as they implement core services.

Key Responsibilities:

- Manages the co-sponsorship program, including providing overall leadership and oversight to the program.
- Recruits and trains co-sponsorship groups, including maintaining a volunteer pipeline and connecting and introducing individuals to help form groups when necessary.
- Maintains communications with former and potential groups.
- Oversees the program's Monitoring, Evaluation, Learning (MEL) framework and is responsible for managing data collection and feedback from clients and volunteers within the program and sharing results.
- Coordinates with local partners in preparing knowledge-sharing papers, reports, and impact stories.
- Keeps the community and ECDC up to date through knowledge-sharing pieces and social media posts, highlighting key aspects of the program, including impact and opportunities for engagement.
- Works closely with the Case Manager and Director to stay up to date with the R&P and APA programs and maintains a clear and comprehensive understanding of program core services.
- Supervises co-sponsorship groups and provides quality control of co-sponsorship groups' delivery of APA and R&P services.
- Is available to answer questions, provide support, and ensure clients served through the co-sponsorship program receive high-quality services.

Qualifications and Competencies

- Undergraduate degree preferred, with a minimum of 3 years' relevant work experience in related services field.
- Experience managing teams required.
- Excellent verbal and written skills in English and demonstrated success working and communicating effectively in a multi-cultural environment and with limited English speakers.
- Knowledge of domestic refugee resettlement, 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.
- Proficient in Microsoft Office applications and ability to navigate other databases.
- Proficient in using social media to share information.
- Proficiency in more than one language desired.
- Individuals with lived refugee experiences are 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 Jwiah@ecdcus.org.

No telephone inquiries, please. Only those who submit the four (4) required items above will be considered for review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.