

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

**JOB ANNOUNCEMENT**

**Position Title:** Program Officer, Matching Grant Program  
**Department/Division:** Community Integration Programs  
**Reports to:** Associate Director  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

ECDC was established in 1983 as a community-based organization (CBO) to respond to the needs of a growing Ethiopian community in the Washington, D.C., metropolitan area. In 1991, ECDC became the first CBO authorized by the Department of State to resettle refugees through a network of African CBOs located across the U.S. Since then, ECDC has resettled over 59,000 refugees through a via affiliates and branch offices.

The Matching Grant Program is a public/private partnership program funded through the Office of Refugee Resettlement (ORR). The program helps refugees and other ORR-eligible populations overcome barriers and obtain jobs within 120 to 180 days of the program service period and become financially independent and self-sufficient without accessing state cash assistance programs. ECDC has been successfully administering the program since 1995, and there are currently nine affiliate sites and three branch offices that implement the program across the U.S.

Under the supervision of the Associate Director for Community Integration Programs, the Program Officer (PO) supports ECDC's MG affiliates and branch offices achieve compliance and programmatic goals through monitoring, training, technical assistance and performs other duties as requested.

**Key Responsibilities**

Affiliate Support

- Serves as the primary contact person for MG affiliates.
- Conducts monthly and quarterly conference calls with MG affiliates; maintains regular communication with network agencies.
- Identifies and coordinates the provision of training and technical assistance to affiliate MG staff; provides regular, ongoing program guidance and policy analysis; designs and/or updates training materials; and implements online training using tools such as ProProfs.
- Oversees, schedules, and conducts on-site and routine desk monitoring of ECDC's MG sites to ensure compliance, document findings and prepare and submit monitoring reports in a timely manner.
- Coordinates and prepares MG sites for an ORR site or desk monitoring, including working with affiliates on their monitoring report response.
- Analyzes MG program outcomes; presents trends to the Associate Director and affiliate staff to assist them identify areas requiring performance improvements.
- Develops compliance guidelines for MG affiliates based on the review of program requirements, manuals, outcomes, and analysis of monitoring results.

Program Support

- Assists in MG proposal writing as well as affiliates budget and local site designs development
- Assists in MG semi-annual program progress, annual, and final closeout reporting.
- Reviews monthly affiliate financial reports, ensuring the appropriate use of federal funds and correct allocation of in-kind contributions.

- Assists in creating/updating Standard Operating Procedures (SOPs) and other materials related to the MG Program for both HQ and affiliates use.
- Maintains ECDC's MG database, which includes data-entry, testing and working with developers.
- Conducts annual needs assessments of MG affiliates and analyzes findings and presents results and trends.
- Attends meetings, conferences and training related to the MG program, as needed; represents ECDC and participates in RCUSA's subcommittees and Matching Grant working group.
- In the absence of the Associate Director, acts as the liaison with ORR Program Officers on programmatic issues, including responding to their questions and concerns in a timely manner; and requesting enrollment waivers.

#### Staff Supervision

- Supervises support staff member/s and is responsible for assigning and overseeing job duties; approving and signing staff time sheets, PTO requests; and conducting staff performance evaluations.
- Assists in intern recruitment and project management.

#### Other Responsibilities

- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates, and associated training, events, conferences and meetings.

#### **Qualifications and Experience**

- Bachelor's degree required. Master's degree preferred.
- A minimum of three (3) years of progressive work experience in refugee resettlement, preferably in the Matching Grant Program, other employment programs, and/or case management.
- Demonstrated experience in program/project management.
- Experience in creating and providing in-person and web-based training.
- Excellent and effective written and verbal communication skills.
- Ability to work independently and as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and Power Point, the Internet and online database systems.
- Ability to use technologies such as Microsoft Teams, Google Docs, Survey Monkey, etc. and online training tools such as ProProfs.
- Ability to manage multiple assignments and provide "error-free" work.
- Ability to plan and manage work to meet deadlines occasionally under limited time constraints.
- Ability to travel to affiliate sites for monitoring and evaluation.
- Ability to work evening and weekend hours occasionally.

**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**