

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

**JOB ANNOUNCEMENT**

**Position:** National Housing Coordinator  
**Department:** Refugee Resettlement and Integration  
**Reports to:** Afghan Placement Assistance Program Coordinator  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Overview:** This position provides support to ECDC affiliates and coordinates logistics for temporary and permanent housing for Afghans arriving through the Afghan Placement Program (APA). The housing coordinator is also responsible for cultivating new housing relationships with landlords, Airbnb, volunteers, and faith/community organizations. This position coordinates national housing programs and partnerships with private and public partners.

**KEY RESPONSIBILITIES**

- Researches and identifies housing subsidy and rental assistance programs and disseminates the information to affiliates.
- Serves as point person for external housing partnerships, including Airbnb, government and volunteers.
- Provides guidance and training to national affiliates on policies, procedures, and best practices on housing.
- Provides information on HUD program standards, regulations and guidance.
- Communicates affiliate challenges to appropriate channels to solve housing issues in tandem with affiliates.
- Attends national and regional meetings with stakeholders, government partners, and affiliates on housing-related topics.
- Monitors affiliate financial requests related to housing programs provided by ECDC HQ.
- Helps affiliate housing coordinators navigate challenges and build partnerships with landlords and national housing programs.
- Collects data on APA program beneficiaries staying in temporary and permanent housing.
- Creates and submits reports on housing provision for APA beneficiaries.
- Shares housing practices for APA clients and disseminates information via appropriate channels.
- Develops strategies for shortening the time that APA clients spend between transitioning from temporary housing to permanent housing.
- Provides guidance about landlord/tenant right and disputes resolution.

**QUALIFICATIONS AND COMPETENCIES**

- Minimum of a Bachelor's Degree and two (2) years of experience working with refugees, asylees, immigrants or underserved populations.
- Experience working with low-income housing options, including knowledge of HUD's requirement for safe occupancy.
- Self-directed, motivated and able to handle multiple projects simultaneously.

- Strong written communication skills and ability to write reports and make presentations
- Detail oriented, excellent documentation skills, organized and able to work in a multitasking environment.
- Cross-cultural sensitivity and the ability to work with people from diverse cultures.
- Is punctual for work and appointments, and meets program reporting due dates.
- Works well in a team setting.
- Required computer skills: Word, Excel, Internet, Gmail, Outlook, Zoom.

**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.**