

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

**JOB ANNOUNCEMENT**

**Position:** Community Outreach & Volunteer Coordinator  
**Department:** Refugee Resettlement and Integration  
**Division:** Community Integration Programs  
**Reports to:** Associate Director  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Summary.** Under the Preferred Communities (PC) Program, the Community Outreach & Volunteer Coordinator is responsible for overseeing range of ECDC affiliate network's community activities including communications, marketing and outreach plans that support strong volunteer program and community sponsorship outreach initiatives. This position also works in special events and assists in grant writing activities geared towards community sponsorship and capacity building.

**Key Responsibilities**

- Identifies and produces skills-building trainings on effective community outreach plans and activities.
- Provides ongoing training and technical assistance to affiliates on how to efficiently promote their organizations and refugee program services in their respective communities.
- Provides ongoing training and technical assistance to affiliates on volunteer management, including recruitment, training, retention and mentorship. Collects information on volunteer activities and impacts to be shared as part of ECDC's dissemination activities.
- Designs tools, resources and guides on community engagement and associated activities.
- Designs and implements evaluation tools to gauge and ensure impact of community engagement training and technical assistance.
- Responsible for ensuring PC program outputs and outcomes are accessible to the public on ECDC's website, annual reports, newsletters and social media platforms.
- Tracks, monitors and documents affiliates' compliance with ORR's quarterly stakeholder consultation requirements.
- Works with ECDC's Director of Community Engagement and Development Officer on various activities, including national level community outreach and private sponsorship projects.
- Assists in grant writing activities geared towards community sponsorship and/or affiliates' capacity building initiatives to offer specialized services that enhances refugee service delivery, self-sufficiency and meaningful integration.
- Assists in ECDC's events panning such as annual national affiliate network training and conference, World Refugee Day, and other community forums.

**Qualifications**

- Bachelor's degree in communications/writing required. A master's degree preferred.
- Minimum 2 full-time years of work experience in communications, including social media, and exceptional writing skills.
- Experience working with refugee and immigrant communities preferred.
- Demonstrated experience designing and leading training sessions, community outreach, partnership development, volunteer management, or assisting in event management.

## ECDC/Community Outreach and Volunteer Coordinator Job Description

- Experience with community organizing and community outreach, a plus.

### **Competencies**

- Excellent and effective written and verbal communications skills.
- Excellent organizational skills, capable of handling multiple projects with competing deadlines.
- Flexibility to manage shifting priorities.
- Ability to prepare and deliver information both internally and externally and to comfortably interact with diverse audiences as well as non-profit and community groups.
- Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, and foundation representatives.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint and the Internet; experience with survey tools such as Qualtrics and SurveyMonkey.
- Experience with web meeting platforms such as Adobe Connect, WebEx, and Go-To-Meeting.
- Able to relate professionally to and collaborate with individuals of diverse backgrounds in a multicultural work environment.
- Ability to travel to affiliate sites for monitoring and provide training and technical assistance.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible to work 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, 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**