

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

JOB ANNOUNCEMENT

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

Job Summary: Under the supervision of the Associate Director for Community Integration Programs, the Program Officer is responsible for overseeing the day-to-day activities of assigned Preferred Communities sites, providing training and technical assistance to local sites and handling other assignments as requested.

Key Responsibilities

Affiliate Support

- Serves as primary contact for assigned PC sites, providing training and technical assistance to program staff.
- Conducts on-site and/or desk monitoring of program sites to ensure compliance, documents findings and prepares and submits monitoring reports on a timely basis.
- Reviews assigned PC program site monthly financial expenditures, verifying that all data reconcile and submits reimbursement request in a timely manner.
- Compiles, edits and/or writes program reports, proposals, review projected budgets and budget narratives for assigned sites.
- Disseminates program related information and email alerts to program sites.
- Handles other assignments as requested.

Program Support

- In collaboration with the Associate Director, reviews outcomes data to ensure progress towards program deliverables and outcomes and identify areas of strength, best practices as well as challenges that require performance improvement.
- Assists in creating/updating client case file forms, program manuals and polices; assists PC sites in developing and/or improving program evaluation and tracking tools.
- Prepares annual fact sheet on ECDC's PC program with quantitative and qualitative data to be shared internally and externally.
- Attends all meetings, conferences and trainings related to the PC program, when requested.
- Handles other assignments as requested.

Other Responsibilities

- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates and associated training, conferences, and meetings.
- 2. Handles other assignments as requested.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Two-year program/project management experience. Familiarity with federally-funded contracts/programs is a plus.

- Proven experience in producing high-quality program reports, data collection and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience in designing and conducting workshops and training to a large audience.
- General knowledge of domestic refugee resettlement and the work of the USRP and UNHCR.

Competencies

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and Power Point and the Internet.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to travel to affiliate sites for monitoring and provide TA and training.
- Must be legally eligible for employment in the U.S.
- Ability to work evening and weekend hours occasionally.
- 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 No telephone inquiries, please.

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