

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

JOB ANNOUNCEMENT

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

Project Summary. Under the supervision of the Associate Director, the Program Officer serves as the lead for coordinating training and developing training materials on Mental Health First Aid, Domestic Violence and other service areas to be used by PC affiliate sites, preparing guidance on forming partnerships with students from schools of Social Work, establishing best practices tools for strength-based case management and handling other tasks as requested.

Key Responsibilities

Affiliate Support

- Serves as the primary liaison for assigned affiliate sites.
- Communicates on a regular basis with affiliate staff, responds to questions and clarifies program policies and guidelines.
- Conducts on-site and desk monitoring of affiliate sites, documents findings, and prepares and submits monitoring reports.
- Reviews in collaboration with the Grants Management Specialist, assigned affiliate sites' monthly financial expenditures and approves reimbursement requests.
- Conducts monthly and quarterly conference calls with affiliate staff to discuss challenges, best practices and provide case consultation, as applicable.
- Provides ongoing training and technical assistance via webinars, online platforms and during annual national training.

Program Support

- Provides and/or coordinates ongoing training and technical assistance to PC site staff to ensure their enhanced ability to provide specialized case management services with respect to Domestic Violence, Gender-Based Violence, Mental Health, etc.
- Develops guidance for affiliate sites on forming partnerships and collaborating with students from schools of social work at local universities.
- Provides and/or coordinates training in Mental Health First Aid, Domestic Violence and other specialized service areas that support especially vulnerable refugees' successful resettlement and integration.
- Develops program guidance and written materials on specialized services to be shared with and used by ECDC and its affiliate sites staff.
- Leads in designing manuals, guidelines and other associated program tools related to strength-based case management.
- Assists in PC proposal writing and is responsible for reviewing and editing proposals, budgets, budget narratives, and other materials submitted by assigned affiliate sites.

- Assists affiliate sites in developing/improving program implementation and outcomes tracking tools in collaboration with other headquarters PC staff.
- Oversees assigned interns and their projects, provides ongoing mentorship and advice.

Other Responsibilities

- Participates in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement sites, and associated trainings, conferences and meetings.
- Attends meetings and training related to the program when requested, represents ECDC at external meetings and/or working groups.
- Handles other assignments as requested.

Qualifications

- Bachelor's degree in social work is required. Master's degree in social work preferred.
- 1-2 years of work experience in direct client services, including case management, service coordination and/or mental health services with refugees and/or immigrants, project/program management, monitoring and evaluation of programs.
- Proven experience in designing and conducting workshops and training to a large audience.
- General knowledge of U.S. refugee resettlement issues and experience working with refugees and/or service providers, a plus.

Competencies

- Excellent and effective written and verbal communications skills.
- Excellent organizational skills, attention to detail and ability to plan and manage work to meet deadlines occasionally under limited time constraints.
- Ability to manage multiple assignments, exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, PowerPoint and the Internet; experience with survey tools such as Qualtrics and SurveyMokey and with web meeting platforms such as Zoom, Microsoft Teams, 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 to provide training and technical assistance.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment 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 No telephone inquiries, please.

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