

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

JOB ANNOUNCEMENT

Position: Program Officer
Department: Refugee Resettlement and Integration
Division: Reception and Placement
Reports to: APA Program Coordinator
Duration of Employment: September 1,2021-March 31,2022, with possible extension
Status: Full Time
Location: Arlington, Virginia

ABOUT ECDC AND THE APA PROGRAM

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 from countries around the world via its affiliates and branch offices.

The Afghan Placement and Assistance (APA) program support individuals from Afghanistan granted parole, by providing them initial relocation support services in the United States. The program is funded through the Department of State, Bureau of Population, Refugees, and Migration (PRM) with subcontract awards to national resettlement agencies such as ECDC. The objective for ECDC's APA program is to provide sound and timely oversight of the program across its affiliate network that implement direct service provisions to the Afghan arrivals including assistance with accessing services as well as adjustment of status during the period September 1, 2021 through March 31, 2022.

JOB SUMMARY

The APA program officer is responsible to oversees processing activities of Afghan arrivals, including assurances, arrivals, case transfers, and processing reports and serves as primary liaison for five resettlement affiliates, providing ongoing training and technical assistance (T&TA); reviewing affiliate program reports, and conducting affiliate on-site and desk monitoring.

KEY RESPONSIBILITIES

Processing Duties

- Coordinates and manages pre- and post-arrival processing activities, including assurances, case status, flight status, arrival confirmations, and I-94 record inquiries; pre- and post-arrival internal and external case transfers; case reports; and associated processing reports, ensuring that all tasks are completed on time.
- Processes invoices and fund requests for affiliate reimbursements from the Department of State, verifying that all data reconciles.
- Oversees development and management of processing activities on ECDC's online database system.
- Serves as an alternate ECDC representative at external and internal allocations.
- Serves as ECDC liaison with partners including other resettlement agencies for processing-related

issues; and represents ECDC at PRM and other partner meetings related to processing issues.

Affiliate Support

- Serves as the primary ECDC liaison for five (5) of ECDC's APA Program affiliates, focusing on APA program and related initiatives.
- Responds to affiliate inquiries and resolves individual case issues.
- Conducts monthly and quarterly conference calls with affiliates.
- Reviews affiliates' monthly APA client reports and case expenditure forms.
- Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance, and prepares and submits monitoring reports on a timely basis.
- Monitors and tracks affiliate network program compliance and outcomes.
- Assists in developing APA-related training materials and provides training and technical assistance to ECDC's resettlement affiliates.

QUALIFICATIONS

- Bachelor's degree required.
- A minimum of two years of experience working with refugees and/or refugee organizations.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Experience in refugee case processing a plus.
- Excellent and effective written and verbal communication skills.
- Demonstrated ability to use Microsoft Word, Excel, and PowerPoint and the Internet, and computer/online database systems.
- Able to manage multiple assignments, to exercise initiative and judgment, and to make decisions within the scope of assigned responsibilities.
- Able to plan and manage work to meet deadlines; occasionally under limited time constraints.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Able to travel to affiliate sites for monitoring and to provide TA/training.
- Able to work evening and weekend hours occasionally.

BENEFITS: ECDC offers an excellent benefits package including health, dental, life, and disability insurance, paid holidays and vacations, as well as a generous retirement plan.

TO APPLY: Please submit (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) and (4) salary requirement to Human Resources, Ethiopian Community Development Council, Inc. via Email at hr@ecdcus.org. No telephone inquiries, please. Only those who submit the four (4) required items above will be considered for review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.