

Ethiopian Community Development Council, Inc.

901 S. Highland Street
Arlington, Virginia 22204

JOB ANNOUNCEMENT

Position Title: R&P Program Officer
Department/Division: CARI
Reports to: Program Manager, Refugee Resettlement
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The R&P Program Officer develops and enhances ECDC affiliates' capacity to provide Reception and Placement (R&P) services; serves as primary staff on the P-3 Family Reunification Program, Central American Minor Program, and Lautenberg Program; and supports resettlement programming at ECDC Headquarters.

Key Responsibilities

Affiliate Support

1. Serves as the primary ECDC liaison for three to four (3-4) of ECDC's Refugee Resettlement Program affiliates, focusing on the Resettlement & Placement Program (R&P) and other refugee resettlement-related initiatives.
2. Responds to affiliate inquiries and resolves individual case issues.
3. Conducts monthly and quarterly conference calls with affiliates.
4. Reviews affiliates' monthly R&P Period Reports and case expenditure forms.
5. Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance, and prepares and submits R&P monitoring reports on a timely basis.
6. Monitors and tracks affiliate network program compliance and outcomes.
7. Participates in weekly ECDC in-house allocations meetings.

Processing and Program Support

1. Works with affiliates, Refugee Processing Center (RPC) and Resettlement Service Center (RSC) staff to ensure timely submission and follow-up on all P3 AOR, RIF and CAM AORs.
2. Processes P-3, Central American Minor (CAM), and Lautenberg Program application (AOR and RIF) forms received from affiliates as well as associated anchor address updates.
3. Tracks AOR and RIF applications and ensures affiliates receive timely notification of interview dates, DNA testing requests, and other case status updates.
4. Assists in developing, revising, and updating ECDC policies, standard operating procedures and training materials; prepares and conducts training sessions, including webinars or other similar formats, on the P-3, CAM, and Lautenberg Programs for ECDC's resettlement affiliates.
5. Serves as back-up/alternate staff, as needed, for select processing duties.
6. Assists in the planning, preparation for, and conducting of ECDC's annual national training for ECDC's resettlement affiliates, as well as other associated trainings, conferences, meetings, and World Refugee Day.
7. Assists in proposal writing for the R&P program.
8. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual and Quarterly Reports and the annual background paper on African refugee admissions submitted to the U.S. State Department, Bureau of Population, Refugees, and Migration.

Other Tasks

1. Actively participates in and contributes to ECDC partner meetings, committees, and working groups.
2. Maintains familiarity with current issues and policies influencing U.S. immigration and refugee resettlement.
3. Maintains good working relationships with state refugee coordinators and other service providers.
4. Performs other tasks as assigned by supervisor.

Qualifications and Competencies

- Bachelor's degree required. Master's degree with experience in law, immigration, social work, and/or migration studies preferred.
- A minimum of three 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.
- Excellent and effective written and verbal communication skills.
- Strong analytical 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.

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 by e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages); and (4) a salary requirement to:

Human Resources
Ethiopian Community Development Council, Inc.
901 S. Highland Street
Arlington, VA 22204
Fax: (703) 685-0529

OR Email: hr@ecdCUS.org

No telephone inquiries, please.

Only those who submit the **four (4) required items** above will be considered for a review, and qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.