

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

JOB ANNOUNCEMENT

Position Title: R&P Senior Program Officer-Processing
Department/Division: Refugee Resettlement and Integration
Reports to: Associate Director of Reception & Placement
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The position for Senior Program Officer-Processing manages pre and post-arrival processing activities and supervises processing staff; develops and enhances ECDC affiliates' capacity to provide Reception and Placement (R&P) services; and supports resettlement programming and R&P-related data at ECDC Headquarter.

Key Responsibilities

Processing Duties

1. Oversees and manages pre- and post-arrival processing activities, including assurances, case status, flight status, arrival confirmations, SIV post-arrival requests; IOM Loan Collection and R&P Period Reports; and associated processing reports, ensuring that all tasks are completed on time.
2. Serves as lead for the entirety of the SIV post-arrival application, allocation, and assurance process, as well as for the processing of other Level 1 or otherwise expedited cases.
3. Processes invoices and fund requests for affiliate reimbursements from the Department of State, verifying that all data reconciles.
4. Processes monthly R&P reconciliations reports and determines any discrepancies between RPC's and ECDC's data.
5. Oversees development and management of processing activities on ECDC's online database system and processes fund requests for payment to the database development contractor.
6. Supervises two (2) data specialists, who work on database support and testing, including assigning and overseeing job duties, and one (1) processing specialist, who serves as lead for assurances, IOM Loan Collection and R&P Period Reports, and emergency funding processing; approving and signing staff time sheets, fund requests, and PTO requests; developing and updating staff job descriptions; completing job performance review forms, and conducting staff performance evaluations.
7. Serves as an alternate ECDC representative at allocations meetings at the Refugee Processing Center and participates in weekly ECDC in-house allocations meetings.
8. Serves as ECDC liaison with the Refugee Processing Center, International Organization for Migration, and other voluntary agencies for processing-related issues; and represents ECDC at Department of State and other partner meetings related to processing issues.

Affiliate Support

1. Serves as the primary ECDC liaison for two (2) to four (4) of ECDC's Refugee Resettlement Program affiliates, focusing on R&P program and other refugee resettlement- related initiatives.
2. Responds to affiliate inquiries and resolves individual case issues.
3. Conducts monthly calls with affiliates.
4. Reviews affiliates' monthly R&P Period Reports and case expenditure forms.
5. Reviews affiliates' monthly APA Capacity Building expense reports and processes reimbursement.

6. Oversees, schedules, and conducts on-site and desk monitoring of ECDC's resettlement affiliates to ensure compliance, and prepares and submits R&P and APA monitoring reports on a timely basis.
7. Monitors and tracks affiliate network program compliance and outcomes.
8. Assists in developing R&P-related and APA-related training materials and provides training and technical assistance to ECDC's resettlement affiliates.

Program Support

1. Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates as well as other associated trainings, conferences, meetings, and World Refugee Day.
2. Assists in proposal writing for the R&P program.
3. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual Report and the annual background paper on African refugee admissions submitted to the U.S. State Department, Bureau of Population, Refugees, and Migration.
4. Manages the disbursement of PRM program announcements to members of the Resettlement team.

Qualifications and Competencies

- Bachelor's degree required.
- Previous staff management experience a plus.
- 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.

To Apply

Please submit, by e-mail (1) a cover letter; (2) a résumé; (3) salary requirement; and (4) a short writing sample (3-5 pages) to:

Human Resources at hr@ecdCUS.org

Only qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.