

**Ethiopian Community Development Council, Inc.**

901 S. Highland Street  
Arlington, Virginia 22204

**JOB ANNOUNCEMENT**

**Position Title:** Reception and Placement Program Officer  
**Department/Division:** Refugee Resettlement  
**Reports to:** Associate Director of Reception and Placement  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

The Ethiopian Community Development Council, Inc. (ECDC), established in 1983, is a non-profit, community-based organization that advocates on behalf of refugee and immigrant issues; conducts cultural, health education, and socio-economic development programs; and resettles refugees in the U.S. through a network of affiliate partners. While organized to respond initially to the needs of a growing Ethiopian community in the Washington, D.C., area, ECDC from its inception has been serving newcomers from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants.

**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 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 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 and/or leads in ECDC weekly in-house allocations meetings.
8. Reviews affiliates' monthly Afghan Placement & Assistance (APA) capacity building funding reports and prepare invoices.
9. Provides one-on-one training, technical assistance, and support to affiliates.

Processing and Program Support

1. Leads on allocation and placement of R&P and APA cases at 22 sites nationwide.
2. Reviews and maintains accurate and timely tracking of minors list across affiliates and ensures compliance with PRM requirements for approving placement of minors.
3. Works with affiliates, Refugee Processing Center (RPC) and Resettlement Service Center (RSC) staff to ensure timely submission and follow-up on all P-3 Affidavit of Relationship (AOR), Refugee Information Form (RIF) and Central American Minor (CAM) AORs.

4. Processes P-3, CAM, and Lautenberg Program application (AOR and RIF) forms received from affiliates as well as associated anchor address updates.
5. Tracks AOR and RIF applications and ensures affiliates receive timely notification of interview dates, DNA testing requests, and other case status updates.
6. 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 affiliates.
7. Serves as back-up/alternate staff, as needed, for select processing duties.
8. Assists in the planning, preparation for, and conducting of ECDC's annual national training for ECDC's affiliates, as well as other associated trainings, conferences, meetings, and World Refugee Day.
9. Assists in proposal writing for the R&P program.
10. Assist in R&P and APA quarterly program progress report.
11. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual and Quarterly Reports.

#### 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.

#### **Physical Demands**

- Moderate physical activity, which includes standing, sitting, lifting and/or walking.
- Ability to see within normal parameters.
- Ability to hear within normal parameters.
- Requires local travel to meetings and some out-of-state travel related to monitoring of programs at local resettlement sites.
- Ability to maintain emotional control under stress.

**Benefits**

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

**To Apply**

Please submit (1) a cover letter; (2) a résumé; (3) salary requirement; and (4) a short writing sample (2-3 pages) by **May 10, 2022** at [hr@ecdacus.org](mailto:hr@ecdacus.org)

Only qualified applicants will be contacted for an interview.

**ECDC is an Equal Opportunity Employer.**