

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

JOB ANNOUNCEMENT

Position Title: Matching Grant Program Officer
Department/Division: Refugee Resettlement
Reports to: Associate Director for Self-Sufficiency Programs
Status: Full-Time/Exempt
Location: Arlington, Virginia

Position Summary: The Program Officer (PO) supports and provides guidance to ECDC's affiliates that are implementing the Matching Grant (MG) program. The PO primarily supports affiliates achieve compliance and programmatic goals through monitoring, technical assistance and training. The PO will also supervise one staff member and perform other duties as assigned.

Key Responsibilities

Affiliate Support

- Serves as the primary contact person for MG affiliates.
- Conducts monthly and/or quarterly conference calls with MG affiliates.
- Identifies and coordinates the provision of training and technical assistance to affiliate MG staff; designs and implements online trainings using tools such as ProProfs.
- Oversees, schedules, and conducts on-site and routine desk monitoring of ECDC's MG sites to ensure compliance, documents findings and prepares and submits monitoring reports on a timely basis.
- Analyzes programmatic outcomes for MG program; presents trends to HQ and affiliate staff to assist them identify areas requiring performance improvements.
- Develops compliance guidelines for MG affiliates based on the review of program requirements, manuals, outcomes, and analysis of monitoring results.

Program Support

- Assists in MG proposal writing.
- Assists in the preparation of MG program progress and annual reports.
- Assists in creating/updating Standard Operating Procedures (SOPs), Frequently Asked Questions (FAQs) and other materials related to the MG Program.
- Maintains ECDC's MG database, which includes data-entry, testing and working with developers.
- Participates in HQ Program Officer Meetings.
- Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's affiliates as well as conferences, meetings, and events.
- Conducts annual needs assessments of MG affiliates, analyzes and present findings.
- Assists in preparing success stories of MG clients for submission to the ORR and ECDC's website posting.
- Represents ECDC at external meetings and/or working groups.
- Handles other assignments as required.

Staff Supervision

- Supervises one program specialist. The PO is responsible for assigning and overseeing job duties; 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.

External Relations

- Serves on inter-agency committees and workgroups as requested.
- Performs other tasks as assigned.

Qualifications

- Bachelor's degree required. A Master's degree in social work, education, or related field preferred.
- A minimum of 2 years of progressive work experience preferably in refugee resettlement, employment, training, and/or case management required.

Competencies

- Excellent and effective written and verbal communication skills.
- Able to work independently and as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and Power Point, the Internet and online database systems.
- Able to use technologies such as webinars, Google Docs, Qualtrics, Survey Monkey, and online training tools such as ProProfs.
- Able to manage multiple assignments and provide "error-free" work.
- Able to plan and manage work to meet deadlines occasionally under limited time constraints.
- Able to travel to affiliate sites for monitoring and to provide training.
- Able to work evening and weekend hours occasionally.
- Must pass a background check
- Must be legally eligible for employment in the U.S.

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 fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages); and (4) a salary history and 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. Qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.