

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

Position Title: R&P Program Specialist – Pre-Arrival
Department/Division: CARI
Reports to: R&P Program Officer - Processing
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: The R&P Program Specialist focuses on pre-arrival processing activities, including serving as lead on the P-3 Family Reunification Program, Central American Minors (CAM) Program, and Lautenberg (Former Soviet Union and Iranian Religious Minorities) Program, and managing assurances, inquiries, and associated case reports in ECDC's processing unit.

Key Responsibilities

Family Reunification Programs

1. Reviews and processes P-3 Family Reunification Program Affidavits of Relationship (AORs), Central American Minor AORs, Lautenberg Former Soviet Union AORs and Preliminary Questionnaires, and Lautenberg Iranian Refugee Information Forms (RIFs) received from ECDC affiliates, conducting and ensuring quality assurance and control of applications.
2. Submits family reunification applications to appropriate processing entities.
3. Tracks family reunification applications, following up on anchor/petitioner change of address notifications, case status inquiries, interview notices, DNA letters, requests for review, and associated correspondence.
4. Provides training and technical assistance to affiliates regarding these programs.
5. Prepares informational and outreach materials about these programs for affiliate use.

Processing Duties

1. Receives and processes assurances and amended assurances from affiliates, ensuring quality, completeness, and timely submissions to the Refugee Processing Center.
2. Tracks assurance waivers and late assurances.
3. Maintains records of and sends case change reports, medical updates, case closed updates, and other R&P-related reports to affiliates.
4. Serves as ECDC's alternate/back up representative at allocations meetings at the Refugee Processing Center, performing associated allocations data entry tasks and coordinating weekly ECDC in-house allocations meetings.
5. Assists in creating quarterly Processing Unit/Affiliate Resettlement Summary Reports.
6. Assists in developing and updating the processing unit manual.

Database Support

1. Assists ECDC headquarters and affiliate staff in testing new and updated database functionalities and developing database documentation and manual.
2. Assists in providing training and technical assistance on the R&P database 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 associated trainings, conferences, and meetings.
2. Handles other assignments as required.

Qualifications

- Bachelor's degree required and/or equivalent work experience.
- Demonstrated knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- A minimum of one year of experience in domestic resettlement services and/or overseas resettlement programming.

Competencies

- Excellent and effective written and verbal cross-cultural communication skills.
- Keen attention to detail.
- Strong organizational skills.
- Proficient use of Microsoft Word, Excel, and PowerPoint, 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 work evening and weekend hours occasionally.

To Apply

Please submit by e-mail, mail, or fax: (1) cover letter; (2) resume; (3) salary requirement; and (4) a short writing sample (2-3 pages) by **Monday, May 8, 2017**, to:

Human Resources
Ethiopian Community Development Council, Inc.
901 South Highland Street
Arlington, VA 22204

E-mail: hr@ecdcus.org
Fax: (703) 685-0529

No telephone inquiries, please. Qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.