

JOB DESCRIPTION

JOB TITLE: PROJECT COORDINATOR MICROLOAN PROGRAM

The ECDC Enterprise Development Group (EDG) is a non-profit organization, a Treasury-designated CDFI, an SBA micro-lender and Community Advantage participant providing microfinance, rental and technical assistance to low-to-moderate income individuals.

THE PURPOSE OF THE POSITION

This position is responsible for project administration and day today management of Office of Refugee Resettlement (ORR) Microloan Program, training, outreach and marketing, project implementation, collaboration and coordination, review, follow-up, monitoring, reporting, assist in ensuring program sustainability and documentation and sharing of best development practices ensuring that the ORR Microloan program reaches its target clientele and meets its program goals.

KEY RESPONSIBILITIES

- **Marketing/Outreach Strategy:** Assist in the development and management of the implementation of strategies for reaching refugees and asylees through developing marketing materials and tools as needed to implement the strategies. which includes: demand and client analysis, market segmentation, competitive analysis, positioning strategy, and promotion, thus addressing the question of the target market and market share.
- **Collaboration and Partnerships:** Identify individuals, community groups, local government agencies, and other institutions that work with refugees; Work with these institutions to further the program's outreach efforts.
- **Community Activities:** Identify and participate in community activities to promote the program, including training, fairs, seminars, meetings, workshops, and neighborhood/community events.
- **Technical Assistance:** Meet with clients to determine their business ideas and technical assistance needs and connect them with one of EDG's loan officers for follow up assistance.
- **Program Sustainability:** Work closely with EDG staff and management to better ensure program sustainability by creating mechanisms for funding to expand target population, transfer best practices and build new relationships with other agencies
- **Monitoring and Reporting:** Regularly review and monitor project progress and prepare quarterly reports to the Office of Refugee Resettlement detailing program activities and how well the program goals are being met.
- **Documentation:** Systematic documentation and sharing of best development practices and success stories

KNOWLEDGE, SKILLS & ABILITIES

- Bachelor of Arts or Science degree; Postgraduate qualification in Humanitarian Affairs and International Relations social sciences or a related field preferred.
- Demonstrated experience in marketing, outreach, community organizing, community development, or related field and working with refugees
- Strong verbal and written English skills
- Ability to work with individuals of wide-ranging ethnicity, culture, education level

- and socioeconomic status
- Excellent interpersonal skills
- Ability to speak more than one language, preferably a language spoken by a refugee population
- Small business knowledge a plus

REPORTS TO: Managing Director

ECDC EDG offers Competitive Salary and Benefit Packages.

ECDC EDG is an Equal Opportunity Employer.

Application Information: Send a cover letter, which highlights experience related to the position's key responsibilities, along with a resume, writing sample (such as a funding proposal), and salary requirements to: (1) ECDC EDG Human Resources, 901 S. Highland Street, Arlington, VA 22204; (2) via fax to 703/685-4200; or (3) via email to **edg-hr@ecdCUS.org**

No telephone calls, please.

Selected candidates will be contacted for an interview and a request for references