

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

JOB ANNOUNCEMENT

Position Title: Public and Community Relations Officer
Department/Division: CARI
Reports to: Vice President for Programs
Status: Full-Time/Exempt
Location: Arlington, Virginia

Job Summary: Develops, plans, and implements communication-related activities using print, electronic, social media, and webinars; develops and promotes communications opportunities to reach ECBOs, refugee and immigrant community members, business leaders, Congressional and government officials, and the general public.

Program Responsibilities

- Gains an understanding of ECDC's current resettlement and community integration programs and refugee/immigrant issues in order to communicate to the general public the challenges facing this population and the program.
- Develops an annual plan for public outreach and communication strategies and activities.
- Cultivates media contacts and community representatives, develops a standard press kit, serves as the organization's liaison with various constituents, and updates media and ECBO databases and mailing lists.
- Prepares and distributes press releases and email messages, including Weekly Highlights.
- Drafts creative concepts for outreach and messaging regarding ECDC's refugee resettlement program and its affiliate network as well as engaging social media.
- Participates in community outreach and stakeholder events, seeking additional partnerships to support resettlement program operations.
- Ensures ECDC's program and performance information is accessible to the public, including responding to requests for information from the public.
- Provides training and TA to affiliates in developing and implementing their public outreach and communication activities to promote their organizations and resettlement services to the community.
- Creates and updates a community outreach resource and best practices guides for affiliates.
- Tracks and monitors affiliates' compliance with PRM quarterly stakeholder consultation requirements.
- Helps create written content for distribution on website and social media.
- Manages social media accounts.

General Responsibilities

- Develops an annual ECDC outreach plan.
- Reviews and requests updates in collaboration with program managers to ECDC's website on a regular basis, including editing text, links, and attached materials.
- Takes the lead in preparing ECDC's Annual Report.
- Participates in or takes the lead in developing and conducting community-wide and agency-sponsored activities, including the annual national conference, Advocacy Day, World Refugee Day, and community forums.
- Attends meetings on behalf of ECDC.

- Performs other duties and participates in other activities as assigned.

Qualifications

- Bachelor's degree in public relations, communications, international relations, journalism;
- Minimum of two years similar work experience.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
- Photography and/or video editing skills an asset.

Competencies

- Excellent and effective written and verbal cross-cultural communication skills.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural environment.
- Solid public speaking and presentation skills with the ability to develop and maintain effective working relationships with co-workers, ECDC resettlement affiliate staff, members of the press, and the general public.
- Proficient use of Microsoft Word, Excel, PowerPoint, and Publisher, the Internet, and social media platforms.
- Manage multiple assignments, exercise initiative and judgment, and make decisions within the scope of assigned responsibilities.
- Plan and manage work to meet deadlines, occasionally under limited time constraints.
- Work evening and weekend hours occasionally.

To Apply

Please submit, by mail, fax, or e-mail (1) a cover letter, including salary requirement; (2) a résumé; and (3) a short writing sample (2-3 pages) by March 16th 2018 at the latest to:

Human Resources

Ethiopian Community Development Council, Inc.
901 South Highland Street, Arlington, VA 22204
Fax: (703) 685-0529

E-mail: hr@ecdcus.org

Only qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.