

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

JOB ANNOUNCEMENT

Position Title: Senior R&P Program Officer
Department/Division: CARI
Reports to: Associate Director, Refugee Resettlement
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 Senior R&P Program Officer for Programs provides direct oversight of Reception and Placement (R&P) program projects, maintaining project quality and consistency. Individual also serves as lead staff on monitoring and evaluation. In addition, the position supports and enhances ECDC affiliates' capacity to provide R&P services and supports refugee resettlement programming activities at ECDC headquarters.

Key Responsibilities

Project Management

1. Coordinates and manages R&P program project activities, including cultural orientation, gender equity, refugee health/mental health, and refugee minors, ensuring quality and timely delivery of associated tasks and deliverables. Backstops training on the P-3 family reunification program.
2. Supervises two (2) program officers, including assigning, overseeing, and setting goals for duties related to project activities, noted above; approving and signing staff time sheets, fund requests, and PTO requests; and developing and updating staff job descriptions.

Monitoring and Evaluation

1. Leads the development of monitoring and evaluation (M&E) protocols and tools and implementation of M&E processes consistent with ECDC efforts to implement its Accountability to Affected Populations Framework within ECDC's R&P Department and with ECDC's affiliates.
2. Assists in leading the process of collecting beneficiary feedback consistent with ECDC's efforts to implement its Accountability to Affected Populations Framework within ECDC's R&P Department and with ECDC's affiliates.

3. Updates ECDC's affiliate monitoring tools that measure compliance with R&P program requirements, ensuring that compliance is measured objectively and with rigor, and that processes and data entry are comprehensive, streamlined, and user friendly.

Affiliate Support

1. Serves as the primary ECDC R&P liaison for three (3) of ECDC's Refugee Resettlement Program affiliates, focusing on the R&P program 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 ECDC's resettlement affiliates to ensure compliance, and prepares and submits R&P monitoring reports on a timely basis.
6. Participates in weekly ECDC in-house allocations meetings.

Program Support

1. Conducts quantitative and qualitative data analysis of R&P processing reports, including, but not limited to, pipelines, arrivals, demographics, out-migration, and other related parameters, interpreting results programmatically and following up on report trends.
2. Reviews program documents, including ECDC and PRM monitoring reports, compiling trends and assisting with developing plans with ECDC program staff and management for improvement in performance outcomes.
3. Ensures that all affiliate training materials are updated.
4. Assists in the planning, preparation for, and implementation of ECDC's annual national training for ECDC's resettlement affiliates, as well as other associated trainings, conferences, and meetings.
5. Assists in proposal writing for the R&P program and other resource development-related activities.
6. Assists in drafting correspondence related to program activities and preparing ECDC's R&P Annual Report and other program documents.
7. Participates in relevant funder and partner meetings and working groups.
8. Handles other assignments as required.

Qualifications

- Bachelor's degree and/or equivalent work experience. Master's degree preferred.
- A minimum of two years of leadership, management, and/or supervisory experience.
- Experience with monitoring and evaluation, required, and experience with data analysis, preferred.
- A minimum of three years of experience working with refugees and/or refugee-serving organizations domestically and/or internationally.
- Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.

Competencies

- Excellent and effective written and verbal communication skills.

- Highly proficient in the use of Microsoft Word, Excel, and PowerPoint and the internet.
- Demonstrated ability to use Google Forms or similar data management tools and software, and computer/online database systems.
Keen attention to detail.
- Strong organizational skills.
- 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.
- Able to 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) and a short writing sample (2-3 pages) 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.