

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

**JOB ANNOUNCEMENT**

**Position Title:** Preferred Communities Ukrainian Parolees Program Officer  
**Department:** Refugee Resettlement and Integration  
**Department/Division:** Community Integration Programs  
**Reports to:** Associate Director  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**About ECDC:** ECDC is a non-profit, community-based organization headquartered in Virginia and founded in 1983. ECDC became a national resettlement agency in 1991 and has since resettled more than 66,000 individuals in the U.S. Currently, ECDC has a network of 22 local resettlement sites that resettle refugees, Afghans and Ukrainian parolees. Of these, six are ECDC's branch offices, while the remaining are independent affiliates. ECDC has decades of experience conducting outreach and engagement with local ethnic communities throughout the country, delivering structured training and technical assistance, cultivating supportive relationships among host communities, monitoring resettlement performance in compliance with federal government resettlement objectives and standards, and marshaling private resources to support refugee resettlement and integration.

**The Preferred Communities Ukrainian Parolees Program:** Currently 75,000 Ukrainian Humanitarian Parolees (UHP) are expected to arrive in the United States, in FY 2022 with an additional 25,000 expected in FY 2023 as part of the Uniting for Ukraine (U4U) initiative. As the population is not being processed through the U.S. Refugee Admissions Program, they will not be receiving Reception & Placement assistance through the Department of State (DOS). The office of Refugee Resettlement (ORR) fills this service gap by providing funding through the Preferred Communities Program to enable organizations like ECDC provide services such as intake assessment and referral to employment and social services, intensive case management to the most vulnerable Ukrainians, and housing and other immediate needs assistance to those without any support system.

**Job Summary:** Under the supervision of the Preferred Communities UHP Program Coordinator, the Program Officer is responsible for overseeing the day-to-day program activities related to Ukrainian parolees served at ECDC's PC sites, monitors and evaluates program activities; supports data analysis, programmatic and financial reporting and provides ongoing training and technical assistance, ensures overall program compliance, and handles other assignments as required by the supervisor(s).

**Key Responsibilities**

Affiliate Support

- Serves as primary contact for assigned PC sites for all program-related oversight.
- Provides administrative and program related training to affiliate sites on serving UHPs.
- Conducts on-site and/or desk monitoring of program sites to ensure compliance, documents findings and prepares and submits monitoring reports on a timely basis.
- Works in collaboration with grants management team to review assigned PC program site monthly financial expenditures, verifying that all data reconcile and submits reimbursement request in a timely manner.
- Compiles, edits and/or writes program reports, proposals, review projected budgets and budget narratives for assigned sites.

- Disseminates program related information and email alerts to program sites.

#### Program Support

- In collaboration with the Associate Director, reviews outcomes data to ensure progress towards program deliverables and outcomes and identify areas of strength, best practices as well as challenges that require performance improvement.
- Assists in creating/updating client case file forms, program manuals and policies; assists PC sites in developing and/or improving program evaluation and tracking tools.
- Attends all meetings, conferences and trainings related to the PC program, when requested.

#### **Qualifications**

- Bachelor's degree required; Master's degree preferred. A degree in Social Work is preferred.
- Two-year program/project management experience. Familiarity with federally-funded contracts/programs is a plus.
- Proven experience in producing high-quality program reports, data collection and analysis, preparing and tracking budgets, and writing and editing proposals.
- Proven experience in designing and conducting workshops and training to a large audience.
- General knowledge of domestic refugee resettlement and the work of the USRAP and UNHCR.

#### **Competencies**

- Excellent written and verbal communication skills.
- Ability to work independently as well as a team member.
- Demonstrated ability to use Microsoft Word, Excel, and Power Point and the Internet.
- Able to relate professionally to and collaborate with diverse individuals in a multicultural work environment.
- Ability to prioritize duties and multi-task in a fast-paced environment and plan and manage work to meet deadlines.
- Ability to travel to affiliate sites for monitoring and provide TA and training.
- Ability to work evening and weekend hours occasionally.
- Must be legally eligible for employment in the U.S.
- Must pass a background check.

**BENEFITS.** ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

**TO APPLY.** Submit by fax, mail, or e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to [hr@ecdcus.org](mailto:hr@ecdcus.org) No telephone inquiries, please.

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