

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

JOB ANNOUNCEMENT

Position Title: Preferred Communities Ukrainian Parolees Program Coordinator
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). As a result, 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 Associate Director for Community Integration Programs, the Program Coordinator is responsible for overseeing the day-to-day operations of the PC UHP program and supervising the PC UHP program team. S/he will have direct contact with and provide leadership to ECDC's affiliate network as they implement the program.

Key Responsibilities

Program Management

- Oversees the day-to-day operations of the PC UHP program and supervises program staff.
- Oversees the processing of invoices and fund requests for affiliate reimbursements, including tracking monthly arrivals and ensuring printed copies are placed in the reimbursement folder.
- Leads the weekly UHP meeting, including sending meeting invites, providing key updates such as weekly arrivals, monitoring findings, and providing external and internal meeting highlights.
- Leads UHP Community of Practice (CoP) for ECDC's affiliate network and documents best practices and challenges.
- Follows up on monitoring plans and ensures timely on-site and desk monitoring are conducted and corrective actions are implemented.
- Leads and coordinates trainings for affiliate, including providing any technical assistance and trainings as needed, and refers affiliates to opportunities and resources provided by our network of stakeholders.

- Discusses with program officers their challenges and best practices and develops strategies to address gaps to ensure program requirements are met.
- Oversees development of UHP database build to ensure data requirements are captured and provides recommendations for the enhancement and improvement of the UHP Database.
- Disseminates program related information and email alerts to program sites.

Reporting and Communication

- 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.
- Prepares a response to an inquiry sent by ORR and other partners regarding the UHP program.
- Serves as a liaison between affiliates, ORR and other stakeholders who will be involved in the implementation of the program.
- Writes and submits required program reports to ORR.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- At least three-year program/project management experience. Familiarity with federally-funded contracts/programs is a plus.
- Refugee programs experience preferred.
- 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 No telephone inquiries, please.

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