



## **Ethiopian Community Development Council, Inc.**

*Serving the Multicultural Community Since 1983*

### **JOB ANNOUNCEMENT**

**Position:** Program Manager, Refugee Resettlement Program  
**Division:** Center for African Refugees and Immigrants (CARI)  
**Salary:** Commensurate with experience. Excellent benefits package.  
**Status:** Exempt, Full Time  
**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 Program Manager serves as a senior administrator responsible for overseeing and managing ECDC's national Refugee Resettlement Program initiatives, which include the Reception and Placement, Matching Grant, Preferred Communities, and other programs implemented through a nation-wide network of community-based refugee service provider affiliates. The Program Manager also works closely with Voluntary Agency colleagues and officials from the Department of State, Office of Refugee Resettlement, and other local, state, and federal agencies.

#### **Duties and Responsibilities**

1. Provides day-to-day coordination of ECDC's Refugee Resettlement Program.
2. Supervises Refugee Resettlement Program staff.
3. Develops and writes proposals for projects that will expand and sustain the Resettlement Program.
4. Serves as the Refugee Resettlement Program Team Leader by providing leadership; coordinating team activities; chairing staff meetings; keeping the team focused and on track; and measuring team activities against planned goals and outcomes.
5. Maintains familiarity with current issues and policies affecting U.S. immigration and refugee resettlement policies.
6. Liaises with and ensures that good working relationships and clear communication are maintained with ECDC's network of affiliates; federal, state, local government and Voluntary Agency partners; and other institutions involved in refugee resettlement and immigration issues.
7. Oversees and conducts on-site and desk monitoring of affiliates that provide R&P and related resettlement service programs to ensure compliance; and prepares and submits monitoring reports on a timely basis.
8. Oversees and provides training and technical assistance for affiliates in conjunction with other staff members.
9. Disseminates relevant resettlement- and immigration-related information, policy updates, and operational procedures to ECDC's affiliates.
10. Assists in planning and implementing ECDC's annual national training workshop for affiliates.
11. Oversees the preparation of ECDC's annual background paper on African refugee admissions.
12. Represents ECDC at refugee resettlement meetings and work groups.
13. Completes other duties as assigned.

#### **Qualifications**

1. Advanced degree in social sciences or a combination of education and social service experience of 3-5 years.
2. Minimum of 5 years of experience in a leadership and supervisory role managing refugee resettlement programs on a national, local, or network basis.

3. Knowledge of domestic refugee resettlement, overseas refugee processing, and/or refugee and immigration policy issues.
4. Excellent writing and editing skills and experience preparing reports, articles, brochures, press releases and other communications.
5. Experience in maintaining data tracking systems and project management.
6. Experience developing and managing budgets for local, regional, and national program initiatives.
7. Demonstrated track record writing successful grant proposals.
8. Excellent computer skills, including knowledge of Microsoft Office and grants.gov.
9. Ability to formulate policies with the potential to impact national and local programs and services for refugees and immigrants.
10. Ability to manage multiple assignments.
11. Ability to plan work load to meet deadlines on a timely basis, occasionally under limited time constrains.
12. Ability to exercise initiative and judgment and make decisions within the scope of assigned responsibilities.
13. Ability to relate professionally to and collaborate collegially with diverse individuals in a multicultural environment and with local, state, federal, officials, Voluntary Agencies, and NGOs.
14. Flexibility and willingness to work after hours when required.
15. Willingness and ability to travel out of state to conduct on-site monitoring several times a year.
16. Must be legally eligible to work in the U.S.

ECDC is an equal opportunity employer. Please submit, by mail or e-mail, a resume that includes salary history, a cover letter describing your interest and qualifications, and a writing sample to:

Human Resources  
901 S. Highland St., Arlington, VA 22204  
Fax: 703/685-0529  
Email: [info@ecdcinternational.org](mailto:info@ecdcinternational.org)

**No telephone inquiries, please**

Position will remain open until filled.

Qualified applicants will be contacted for an interview.