

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

POSITION ANNOUNCEMENT

POSITION: Program Manager, African Community Center

SALARY: Salary commensurate with qualifications and experience; competitive benefits package includes health, dental, life, and disability insurance and 403b retirement plan.

STATUS: Exempt, Full-Time

The **Ethiopian Community Development Council, Inc. (ECDC)** was established in 1983 as a non-profit, community-based organization to resettle refugees, promote cultural, educational, and socio-economic development in the refugee and immigrant community in the United States. While organized to respond to the needs of a growing Ethiopian community in the Washington area, from its inception ECDC has been serving refugees and immigrants from diverse cultural backgrounds while maintaining a focus on African refugees and immigrants. As part of its efforts to more effectively and efficiently meet the needs of newcomers locally, ECDC serves newcomers locally at its branch offices in Arlington, Virginia and the District of Columbia through a variety of health and social service programs.

SCOPE OF WORK: To manage ECDC's African Community Center, develop and oversee proactive, responsive social and health service programs in the areas of employment, housing, case management, resource development, and health promotion and education.

JOB RESPONSIBILITIES

Guided by the organization's mission and values, the Program Manager of the ECDC African Community Center will be responsible for:

Management and Program Services. Provide oversight, management, evaluation and guidance of program and staff performance to assure the integration and quality of services; ensure staff understanding and compliance of agency policies and procedures; identify staff training needs and arrange for appropriate training using in-house and outside resources develop and maintain statistical data, records and reports pertaining to clients and program activities; prepare and submit designated reports to funding sources; and provide programmatic and budgetary oversight to assure that the day-to-day operations of the program are conducted in accordance with relevant contracts, grants, budgets, regulations, and laws; develop, administer.

Program Development. Develop, write and submit proposals to local/state/federal agencies and foundations to secure funding for related activities; identify/research local/regional resources for in-kind donations and financial contributions that will help support program efforts; develop programs, and prepare budget projections; guide program development based on needs assessments; define organizational direction, policy agenda and program strategies in collaboration with staff; review and develop program procedures and develop systems, standard operating procedures, and procedural manuals; generate community support through the building of relationships with community leaders and institutions; raise awareness and support around community issues through organizing of conferences; bringing together community leaders, policy makers, elected officials, funding institutions, and mainstream and ethnic press; represent the African Community Center at local meetings such as consortium meetings, conferences, and network training sessions, and community events; act as spokesperson for the organization; and develop strategic partnerships/alliances with other organizations.

QUALIFICATIONS

Graduate degree in Organizational Management, Business Administration, Social Work, Public Policy, Public Administration, or related area/field with at least 5 years senior management and supervisory experience within community-based nonprofit organizations and a minimum of 3 years experience in program management; including contract management, reporting, and program development; experience with fiscal oversight and

management of program and organizational expenditures; strong organizational and communication skills; Excellent computer proficiency in Word, Excel and Access as well as keyboarding; well-organized, flexible self-starter with the ability to set and adhere to priorities and schedules; knowledge of local community environment and resources; sensitivity to refugee and immigrant issues; demonstrated interpersonal skills and ability to work with diverse groups and agencies; and demonstrated ability to develop project resources, including proposal writing skills, program development, budget development, and budget justification skills.

APPLICATION INFORMATION

Please submit, by mail or email, a cover letter describing your interest and qualifications, along with resume, writing sample, three professional references and salary requirements to:

Human Resources
Ethiopian Community Development Council, Inc.
901 S. Highland Street
Arlington, Virginia 22204
hr@ecdciinternational.org

No telephone calls please.

Only selected candidates will be contacted for an interview. Accepting applications until position is filled.

ECDC is an equal opportunity employer.