

**U.S. Committee for Refugees and Immigrants
2231 Crystal Drive, Suite 350
Arlington, VA 22202**

JOB ANNOUNCEMENT

POSITION: Matching Grant Program Officer

SALARY: Commensurate with experience. Excellent benefit package.

STATUS: Exempt, Full Time

U.S. Committee for Refugees and Immigrants (USCRI), a nongovernmental, not-for-profit national organization dedicated to addressing the needs and rights of refugees and immigrants, is seeking a Program Officer for USCRI's Matching Grant program.

USCRI participates in the national domestic refugee resettlement program through our 33 Partner Agencies. We also develop and manage education and assistance programs that help refugees recover from past trauma, gain personal independence, and achieve economic self-sufficiency. Our Partner Agencies provide legal immigration assistance to newcomers in their community and an array of social services to promote their economic and social self-sufficiency.

DUTIES AND RESPONSIBILITIES:

The Program Officer will report to the Senior Program Officer and will work as part of the Matching Grant program team. The Program Officer will support the management of a major federal grant (the Matching Grant program) by assisting with reporting and project analysis associated with the Matching Grant program and providing technical assistance and support to 30 local offices participating in the Matching Grant program.

REQUIREMENTS:

A Master's degree in Social Work or a related field, or three years of experience with refugee resettlement and/or employment-related programs. Demonstrated understanding of federal requirements for documenting program services and outcomes, and the ability to assist individuals and organizations with implementing effective documentation practices. Strong writing and a high level of proficiency with Microsoft Office is preferred. Must have the flexibility to travel (usually domestic). Foreign language ability and/or direct services experience with refugees is highly desirable. Familiarity with immigration law, eligibility for benefits, and documentation requirements, is a plus.

JOB SITE LOCATION:

Work will be performed at:

2231 Crystal Drive, Suite 350
Arlington, VA 22202

U.S. Committee for Refugees and Immigrants is an equal opportunity employer. Women and minorities are encouraged to apply. Please submit via email a resume that includes salary history, a cover letter describing your interest and qualifications, and two writing samples to:

Human Resources
humanresources@uscridc.org
(place your name and the position in the subject line for e-mail submission)

No telephone calls please.
Position will remain open until filled.

Qualified applicants will be contacted for an employment interview. References will be required at time of interview.