



UNITED PLANNING ORGANIZATION

POSITION: Foster Grandparents Site Coordinator
DEPARTMENT: Community Services Division
BULLETIN No: 12092011
SALARY RANGE: \$35,000 - \$40,000 annually
OPENING DATE: 09/23/2011
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

Brief Description: Oversee volunteer worksite compliance with program policies and administrate volunteer support. Works under the Program Director in cooperation with Program Coordinator and Operations Specialist to coordinate effective administration of Volunteer Worksites and manage volunteer support services.

Minimum Qualifications: Associate Degree and five years of experience in a program monitoring, program management or training. Excellent MS Office skills and ability to work independently. Proven excellent communication, excellent writing, and organizational and verbal presentation skills. Desired qualifications include Bachelor's Degree and 3 years of experience in one or more of the following areas: program monitoring, program management or training. Proven ability to work independently, manage projects, excellent written and oral communication, time management and critical thinking skills. Demonstrated competencies with database user interface and query software - Client information databases; Microsoft Access, PowerPoint, and Excel.

Other Requirements: In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI Fingerprinting, pre-employment physical examination and drug screening as applicable for the position.

This position IS in the collective bargaining unit.

Apply on-line at upojobs@upo.org or Fax resume to (202) 319-3237
Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor

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