



UNITED PLANNING ORGANIZATION

POSITION: Program Manager
DEPARTMENT: Employment & Career Development Division
BULLETIN No: 04102011
SALARY RANGE: \$50,000 - \$60,000 annually
OPENING DATE: 10/13/2011
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

Brief Description: Manage UPO's employment service program by setting priorities for employment placement, outlining the methodology for workforce development, and directing the efforts of front-line staff to include job developers, job readiness trainers, employment specialists and case managers. Supervise and participate in the administration of employment services for DC residents and provides employers with a pool of qualified applicants to meet their employment needs. Work in collaboration with Division Director to develop performance standards and outcomes to address the employment needs of UPO customers. Engage industry professionals to actively participate as advisory members in addressing workforce development issues. Oversee employer partnership initiatives to generate job leads, partnerships and employment resources for UPO. Represent UPO on all workforce development initiatives, employment service projects and special impact groups related to job placement. Responsible for monthly reporting of UPO's employment performance outcomes. May also be responsible for grant tracking and reporting to various external funders. Prepare and distribute weekly program status reports to Division Director and others, as required detailing program operational expenditures, performance outcomes, customers served and partnerships formed.

Minimum Qualifications: Bachelor's Degree with 5-8 years of experience managing or working in direct service employment programs. Solution driven with capability of providing new strategies for projects, taking into consideration performance goals; proven track record in obtaining employment outcomes for underserved DC residents; ability to work some evenings and weekend hours. Desired qualifications include Master's Degree in Business with specialization in Marketing, Business Management or other Business related field with a proven track record in workforce development.

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 at (202) 319-3237
Apply within at Human Resources, 301 Rhode Island Ave., NW, 1st Floor
UPO IS AN EQUAL OPPORTUNITY EMPLOYER