

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** DATA SPECIALIST  
**OFFICE/DIVISION:** Foster Grandparent Program  
**BULLETIN No:** 03092018  
**HOURLY RATE RANGE:** \$19.23 to \$20.25/20 hours per week  
(commensurate with experience)  
**OPENING DATE:** 09/17/2018  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Coordinate annual document requests and document collection from program volunteers and volunteer worksites. Ensure all documents are complete including signature sign offs. Responsible for the accurate and timely entry of related data into program data base and filing of document

**BRIEF DESCRIPTION:**

Coordinate the dissemination, collection, and initial review of program volunteer assignment plans from volunteer worksites. Interface with Foster Grandparents and Site Managers regarding assignment plan submissions. Coordinate and ensure the dissemination, collection, and initial review of annual volunteer evaluations from volunteer worksites. Ensure the accuracy and timely entry of volunteer annual evaluation data entry. Coordinate the dissemination, collection, and review of program volunteer annual health form certifications. Ensure accuracy and timely entry of annual health form certification data entry into program data base. Dissemination of annual request letters, collection, and initial review of program volunteer annual income documentation volunteer update forms and travel forms. Responsible for the timely filing of health forms, income documentation and update forms into volunteer files. Prepare letters, memoranda, e-mails, and other correspondence as required. Assist in the preparation and execution of monthly in-Service training and Special Events.

### DATA SPECIALIST OPPORTUNITY!

UPO’s Foster Grandparent Program trains low income seniors, with caring spirits, to provide attention, guidance, and support to DC children in a variety of local settings, including early education centers, elementary schools, hospitals, and youth programs.

The Foster Grandparent Program is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external UPO customers. The candidate will need to have the right complement of knowledge, skills, and abilities to work with our dynamic team.

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**Data Specialist**  
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**MINIMUM QUALIFICATIONS:**

High school diploma or GED and 4 years of data entry experience. Excellent working knowledge of MS Office (Word, Excel, Outlook, and Power Point), data management systems and the ability to use/learn electronic time-keeping program. Must be able to work sensitively and effectively with individuals of diverse educational socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in business administration, accounting or related field; grant management, not-for-profit fiscal management, and/or data management. Experience working with senior populations.

**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, and pre-employment drug screening as applicable for the position.

**This position IS covered under the collective bargaining agreement.**

**To apply for this position, please submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax these documents to 202/319-3237.**