

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, 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.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

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 to view all of our vacancies and to learn more about our company and services.

POSITION:	Office Coordinator
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	01102018
SALARY RANGE:	\$ 46,000-\$52,000 (Commensurate with Experience)
OPENING DATE:	October 2, 2018
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Responsible for overseeing and providing a high level of administrative and supportive services for the Office of Early Learning. Organize and meet comprehensive office needs. Coordinate timelines and deliverables for office programs.

Manage the administrative functions of the Office of the Vice President, Office of Early Learning. Manage the general flow of documents in/out of the office, order supplies, and prepare vouchers to pay vendors. Serve as liaison to the Office of Human Resource for staff transfers, hires, terminations, confidential personnel documentation, and all other Human Resource matters that take place within the Office. Collaborate with VP, Office of Early Learning, to resolve challenges and issues related to the programs in OEL and keep VP informed on all program concerns, changes in program activities and monitor timely submission of reports. Participate in the development of plans to expand program opportunities. Oversee/support the planning of staff trainings and professional development. Provide HR reports as required. Provide analytical, editing/proofing, organizational and administrative support to various senior and executive level managers. Compose, edit, and proof correspondence and other documents.

**UPO Vacancy Announcement
Office Coordinator
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Maintain filing system for federal and district documents. Coordinate and track all service area plans. Develop and implement a comprehensive procedure for data management and paper filing systems. Point of contact for SharePoint network.

MINIMUM QUALIFICATIONS:

Associate's degree in a business related field and five (5) years of experience as an administrative professional. In lieu of a degree, at least seven (7) years of extensive experience in office administration providing administrative support to executive/ senior staff management. Possess excellent organizational and professional communication skills, both written and verbal. Possess proven ability to coordinate details, logistics and requirements for meetings, activities and major events. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Expert level knowledge of Microsoft Office programs and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Bachelor's degree in a business related field and three (3) years of experience. Ability to work effectively with all levels of staff and management utilizing good interpersonal skills. Ability to assess, develop and implement administrative functions to enhance efficiency and effectiveness of operations.

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

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS* in the collective bargaining unit of the CWA Union.

**Submit your cover letter, resume, transcripts to
upojobs@upo.org or fax all documents to 202/319-3237.**