

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

POSITION:	Executive Assistant
OFFICE/DIVISION:	Office of the Executive Vice President
BULLETIN No:	1112018
SALARY RANGE:	\$48,000-\$57,000 annually (Commensurate with experience)
OPENING DATE:	11/06/2018
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

BRIEF DESCRIPTION:

Perform high level administrative functions that support the activities of the Office of the Executive Vice President (EVP). Serve as Executive Assistant to the Executive Vice President. Assist the EVP, UPO leadership, and office staff with research & administrative duties; i.e., workflow and scheduling, office activity coordination and the preparation of reports and other correspondence. Provide analytical, editing/proofing, organizational, and administrative support to various executive/senior level managers. Compose, edit, and proof correspondence and other documents. Coordinate details, logistics, and requirements for meetings, activities, and major events.

MAJOR DUTIES:

Represent the EVP by welcoming visitors, reviewing correspondence; arranging company meetings and other corporate functions; answering questions and meeting requests directed to the Executive Vice President. Manage the flow of communication between the EVP, organization staff, board members and stakeholders. Help key executives make consistent decisions by advising them of historical precedents; serving as liaison between them and the president. Arrange corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations. Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Manage databases, as required, for tracking fundraising and development. Provide a bridge for smooth communication between the Executive Vice President’s office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.

MINIMUM QUALIFICATIONS:

Associates degree and ten (10) years of progressive experience and responsibilities working in an administrative support capacity, preferably in a non-profit environment. Ability to work with management staff and handle delicate situations at management or executive level. Able to coordinate details, logistics and requirements for meetings, activities and major events. Able to multi-task efficiently, paying particular attention to detail. Must be able to: set priorities and organize work to meet strict deadlines to coordinate a variety of projects simultaneously; work independently and as a team member and establish and maintain cooperative working relationships with those contacted during the course of work. Advanced level skills using Microsoft Office Suite, the internet, and other office applications as well as the ability to quickly learn and adapt to new software and technology in a networked environment. Must possess excellent, interpersonal, organizational, writing and verbal presentation skills.

DESIRED QUALIFICATIONS:

Bachelor's degree and at least 5 years of experience working as an executive assistant at the executive level. Event planning or event coordination experience, and familiarity with Raiser's Edge.

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 position *IS NOT* in the collective bargaining unit of the CWA Union.

To be considered for this position:

Submit your resume and cover letter to upojobs@upo.org or fax your resume and cover letter to 202/319-3237.