

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.”

The Development and Communication Division 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 customers. The final candidate will need to have the right complement of skills and personality.

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: Staff Writer and Copy Editor
OFFICE/DIVISION: Development and Communications Division
BULLETIN No: 08012019
SALARY RANGE: \$47,000-\$52,000(Commensurate with experience)
OPENING DATE: 01/16/2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

The staff writer is responsible for sharing UPO program and services through newsletter development, blog posts, social media, infographics, white papers, emails, and other marketing collateral. Writer will also be responsible for researching writing topics and assisting with writing and editing grants and copy-editing other agency materials.

BRIEF DESCRIPTION:

Write copy for various types of content: annual reports, brochures, pamphlets, editorials, web copy, invitations and other agency written materials. Develop annual editorial calendar. Assist with writing and editing small grants. Coordinate with internal programmatic offices to identify public awareness needs and develop strategies to engage multiple audiences through the written word. Responsible for consistent reviewing and updating of UPO print materials; i.e., websites, invitations, etc. Develop letters, opinions, speeches, and other text for executive staff.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in English, Communications, Journalism or other related field of study. Three (3) years of experience writing copy, grant writing or other technical writing. Excellent written communication skills are required. Proficient knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Must possess extremely proficient writing and editing skills and have a firm understanding of AP style. Must have experience writing for different audiences using various formats. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Advanced degree in English, Communications, Journalism or other relevant degree and at least six (6) years of progressive work experience writing copy, grant writing, experience working on communications teams; experience working as a part of a development team; familiarity with local and regional media landscape offices and non-profit environments.

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 covered under the collective bargaining agreement.

**To be considered for this position:
Submit your resume to upojobs@upo.org or fax your resume to
202/319-3237.**