

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:	Division Director, Placement
PROGRAM/DIVISION:	Workforce Institute Placement Division
BULLETIN No:	02042019
SALARY RANGE:	Commensurate with Experience
OPENING DATE:	April 1, 2019
CLOSING DATE:	Open until Filled
FIRST SOURCE:	N/A

JOB SUMMARY:

Manage UPO programs and staff assigned to the Workforce Institute Job Placement Division. Develop and implement programs (placement and job readiness) that assist UPO customers in locating and retaining employment.

BRIEF DESCRIPTION:

Ensure program and contract outcomes are met. Oversee budget management, case management and staff program performance functions associated with the programs. Complete grant reports and organizational reports as required. Develop a strategic plan that outlines a framework and operational plan for UPO’s employment program, including those that focus on adults, young adults and special populations. Develop new programs in line with strategic plan, securing locations, and other logistics. Research best practices with employment-related programs and provide input to executive leadership for incorporation into the UPO employment strategies. Engage multiple stakeholders in discussion and planning job fairs in occupations that coincide with the trainings offered at UPO WFI Training Division and other areas of customers’ in-demand occupations. Develop performance standards and service outcomes that address the employment needs of UPO customers. Collaborate with Workforce Institute Training Division to integrate case management, job readiness, and

OPPORTUNITY!

The Workforce Institute Placement Division, Office of the Vice President of Operations and Chief Operating Officer, is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter who is able to work in a fast-paced, ever-changing work environment. This position requires someone with knowledge and understanding of workforce development and employment programs that focus on young adults, adults and special populations, as well as community-based organizations or similar venues in the Washington metropolitan area. The final candidate will need to have the right complement of skills and personality, as he/she will supervise case managers, job readiness training staff, and job developers.

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BRIEF DESCRIPTION: (continued)

training within employment programs. Supervise staff and monitor employment programs for quality assurance; provide written feedback with corrective action as needed. Participate in community outreach throughout various DC wards to expand client base and promote UPO WFI Placement Division services, as well as attend special events in the DC metropolitan area to further promote UPO and recruit clientele.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, counseling, or a related field. At least three years of direct supervisory experience in workforce development and community-based organizations or a similar venue. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Ability to communicate effectively in writing and orally. Ability to work some evenings and weekends.

Ability to effectively use Microsoft Office programs, data management systems and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal

DESIRED QUALIFICATIONS:

Master's degree with at least five years of supervisory experience in workforce development and community organizations. Knowledge of District non-profit community.

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 NOT covered under the collective bargaining agreement.

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