

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, Training**
PROGRAM/DIVISION: Workforce Institute Training Division
BULLETIN No: 05042019
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 Training Division ensuring that program and contract outcomes are met. Develop and implement programs that assist UPO customers to secure in demand training and national certification

BRIEF DESCRIPTION:

Oversee program performance, budget management, case management, and training & certification attainment associated with assigned programs. Develop new programs in line with the strategic plan in order to enhance training in high-demand occupations. Develop performance standards and service outcomes that address the case management and family support needs of UPO customers; collaborate with Workforce Institute Placement Division for employment and retention through monthly care plan meetings. Supervise staff and/or monitor Division programs for quality assurance, providing written feedback with corrective action as needed. Analyze program performance and recommend enhancements to increase or augment training outcomes. Interface with District groups focused on workforce development best practices and create opportunities for UPO involvement in city-wide initiatives and strategies.

OPPORTUNITY!

The Workforce Institute Training 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 training 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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MINIMUM QUALIFICATIONS:

Bachelor's degree in adult education, vocational educational, or a related field. Five years of experience working in an adult education or training program in a significant and responsible role. At least five years of experience administering and supervising adult education and/or training programs. Knowledge of the District's non-profit community, especially adult education programs. Possess effective organizational and professional communication skills, both written and verbal. Proven ability to work in a team environment and lead projects. Must be available to work some evenings and weekends. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

Excellent working knowledge of MS Office (Word, Excel, Outlook and PowerPoint).and able to learn and use an electronic time keeping program.

DESIRED QUALIFICATIONS:

Master's degree in adult education, vocational educational or a related field. Seven years of experience providing direct adult education training or workforce development services.

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.