

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** Community Organize/Policy Researcher  
**DIVISION/OFFICE:** Advocacy Division  
**BULLETIN No:** 1052019  
**SALARY RATE:** \$40,000-\$45,000 annually (Commensurate with experience)  
**OPENING DATE:** May 06, 2019  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

The Community Organizer is responsible for strengthening UPO’s organizing capacity through outreach, leadership training, community engagement/ empowerment, and assisting with developing place based strategies throughout Washington, DC communities. As a member of the Advocacy Team, the Community Organizer plays a vital role in the organization’s pursuit of legislative and policy initiatives aimed at achieving its mission. The Community Organizer will also work alongside residents, community members, leaders, and partners, in planning and developing equitable economic opportunities for individuals and families in underserved communities.

**BRIEF DESCRIPTION:**

Support Division’s efforts to organize local community and area stakeholders to implement place based strategies that support community action goals to ensure low-income residents have a stake in their communities. Develop and implement strategies to organize community residents and supporters to work toward achieving strategic objectives; including, developing plans, and turning goals and strategies into tactics, timelines and metrics. Have a knowledge of and remain abreast of current research, laws, policies impacting poverty, and community revitalization and transformation issues. Train co-facilitators, facilitate, and coordinate, quarterly community leadership training sessions. Mobilize UPO customers and members of the Washington, DC community to participate in civic discourse including but not limited to testifying, attending community meetings/forums, and joining community taskforce, and committees. Strengthen UPO’s capacity by educating targeted communities about issues impacting poverty, and connecting them directly to decision makers to advocate on behalf of UPO, and their community. Build coalitions with partner organizations to achieve community and organizational goals related to community advocacy and development. Work closely with the Communications team to ensure UPO’s stance, messages, and advocacy efforts reaches the Washington, DC community and public officials in an efficient, effective way. Work closely with the Volunteer Coordinator to establish and mobilize a Volunteer Street Team to conduct outreach, rallies, community drives, and participate in advocacy campaigns and initiatives. Conduct research on matters pertaining to legislations, poverty, community revitalization, and community planning. Stay abreast on policies, and legislations that impact low-income, undeserved communities. Provide reports and updates on relevant community outreach activities as required.

**MINIMUM QUALIFICATIONS:**

Two years of college with a minimum of two years of experience in community organizing, outreach, or community engagement. Proficient in MS Office (Word, Excel, Outlook and Power Point). Excellent written, verbal, and interpersonal skills. Knowledge of Washington, DC issues and organizations. Creative, strong research skills. Valid driver's license and reliable personal transportation for field work.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills.. Flexibility to work on some nights and weekends.

Demonstrated commitment to serve in underserved communities

**DESIRED QUALIFICATIONS:**

Bachelor's degree in social sciences, public administration, urban/community development, sociology, or three to five years demonstrated direct organizing/community organizing, engagement, and/or community leadership and empowerment experience. Strong computer, research and internet skills; Ability to build unity and motivate others to action. Excellent, written, verbal, and interpersonal skills. Knowledge of Washington, DC issues and organizations. Knowledge of Washington, DC legislative policies and processes

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete pre-employment drug screening, a criminal background check and/or FBI fingerprinting, as applicable for the position.

**This position *IS* covered by the collective bargaining agreement of the CWA union.**

**Submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your cover letter and resume to 202/319-3237.**