

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.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

UPO Workforce Institute (WFI) 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 WFI 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: Program Assistant
OFFICE/DIVISION: Workforce Institute Training Division
BULLETIN No: 01092019
SALARY RANGE: \$45,000-\$50,000 annually (Commensurate with experience)
OPENING DATE: 09/03/2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for the administrative support and outreach and recruitment efforts for the Division, as well as organizing and meeting comprehensive program needs, and coordinating timelines and deliverables for Division programs/services.

BRIEF DESCRIPTION:

Provide confidential administrative support to Workforce Institute Training Division. Lead the outreach and recruitment efforts to acquire prospective students to participate in training activities and programs. Responsible for conducting weekly informational sessions to educate potential students on trainings and programs. Collaborate with the division director, instructors and case managers for recruitment leads and training engagement strategies. Implement and maintain an efficient filling system, to include contacts and compliance databases for Division leadership, recommending implementing office-wide administrative systems and processes to meet performance requirement. Assist in the development and coordination of special Division and UPO initiatives that require Training Division’s input and involvement. Assist with proposal development, budget modifications, grantor reports in collaboration with Division staff and other offices, including Finance, Executive Office, etc. Monitor division supplies and equipment, taking necessary action to resolve problems.

Vacancy Announcement-01092019
Program Assistant
Page Two

MINIMUM QUALIFICATIONS:

Associates degree, some college credits or minimum ten years of experience serving in an administrative position. Knowledge of the various Washington, DC communities and their specific needs. Knowledge of the District's non-profit community.

Possess excellent communication skills, both written and verbal, to include public speaking skills in order to make presentations to customers and stakeholders as required for this position. Excellent interpersonal and organizational skills are a must. Ability to effectively use Microsoft Office programs, especially Excel and PowerPoint and able to learn and use an electronic time keeping program.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess a valid driver's license and reliable personal transportation. Ability to work some evenings and weekends

DESIRED QUALIFICATIONS:

Bachelor's degree or ten years of experience in a community outreach position. Ability to motivate members of the community to participate in the UPO Workforce Institute Training Division's services and opportunities provided.

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 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.