

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 Youth Services Division (YSD) delivers academic and enrichment programs to youth ages 5 – 18. Through Science, Technology, Engineering, Arts, Math (STEAM) and socio-emotional development based learning opportunities, participants cultivate both personal and intellectual growth that help prepares them for the 21st century workforce and life. The YSD’s programs consist of the following undertakings: an after-school program at Hendley Elementary School; the **Providing Opportunities with Educational Readiness (POWER)** program; college tours; and the Joseph A. Beavers Scholarship.

**The Youth Services Division is seeking an energetic and experienced individual to join our dynamic team; someone who is self-accountable, innovative, and a results oriented thinker with the ability to support and empower others. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and someone who is 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 external and internal customers. The final candidate will need to have the right complement of skills, personality, and professionalism. UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and service in our communities.**

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:** Program Manager  
**OFFICE/DIVISION:** Youth Services Division  
**BULLETIN No:** 03102019  
**SALARY RANGE:** (Commensurate with experience)  
**OPENING DATE:** 10/08/2019  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**JOB SUMMARY:**

Assist the Director of the Youth Services Division in materializing the division’s strategic vision and support the development, implementation, and execution of service programs that result in achieving stated outcomes for youth and families. Using recognized business management strategies, the Program Manager will directly supervise the lead staff of the division’s CREATE and POWER programs employing best practice models founded in the principles of youth development and family engagement.

**BRIEF DESCRIPTION:**

Assist the Director, Youth Services with the execution of strategic initiatives that expand the division’s capacity of services to and impact on DC youth. Provide effective leadership to a program staff with a diverse array of talents and responsibilities, including, supervision, conducting routine staff evaluations and encouraging growth through

**Vacancy Announcement-03102019**

**Program Manager**

**Page Two**

recommendations for professional development workshops, conferences, seminars, webinars, etc. Ensure internal and external program goals are met in areas including but not limited to: 1) academic achievement; 2) school attendance; 3) program attendance; 4) socio-emotional development; 5) family engagement; and, 6) participant satisfaction. Conduct routine site visits to promote and ensure program efficacy and monitor program outcomes and documentation of performance through interfacing with internal and external database systems.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, non-profit management, social work, counseling, education, teaching, or a related field. Five (5) years of experience working with out-of-school-time programs in a management position. Proven experience in program management within the non-profit sector. Proven stakeholder management skills. Proven experience managing a team. Proven experience in program development, monitoring, and evaluation. Demonstrable understanding of project management. Excellent written and oral communication skills.

Working knowledge of MS Office (Word, Excel, Outlook and Power Point). Experience using computers for a variety of tasks. Must possess a valid driver's license and provide a current five (5) year driving record which cannot exceed more than two points. Must be able to drive a 15 passenger van.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Master's degree and 10 years of experience in an out of school time management or junior executive leadership position. Demonstrated record of program accomplishment. Advanced working knowledge of MS Office (Word, Excel, Outlook and Power Point).

**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 NOT covered under the collective bargaining agreement.**

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