

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:** Driver (Seasonal/Part-Time)  
**DIVISION/OFFICE:** Community Reinvestment Division  
**BULLETIN No:** 04022020  
**SALARY RANGE:** \$15.00-\$17.00 per hour  
**OPENING DATE:** February 25, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**BRIEF DESCRIPTION:**

Provide transportation services for volunteers of the Community Reinvestment Division’s VITA tax program. Assist with basic clerical duties, answer telephones, copy documents and delivery of packages.

Seasonal/ Part-time. Employment term is from **February 1, 2020 – April 15, 2020**. Basic Hours are **Monday, Tuesday and Thursday from 4:00 PM – 9:00 PM**. May be required to work some **Saturdays: 10:00 AM – 5:00 PM (March 7th, and April 15th)**.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED with three (3) years of experience driving a passenger vehicle. Must possess a valid Class D driver’s license from area in which he/she resides, with no more than two (2) points. Able to drive in all types of weather conditions. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs. Possess effective organizational and communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Four (4) years of experience driving a 15- passenger vehicle.

**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, as well as pre-employment drug screening, as applicable for the position.

**This position *IS NOT* in the collective bargaining unit of the CWA Union.**

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