

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 Office of Chief Impact Officer is seeking an Administrative professional with extensive experience in office administration, preferably in a non-profit environment, having the knowledge of principles and methods of administrative management. Possess proven track record in all aspects of office management and general administrative functions. Ability to assess, develop and implement administrative functions to enhance efficiency and effectiveness of operations. Able to coordinate details, logistics and requirements for meetings, activities and major events. Able to multi-task efficiently, paying particular attention to detail. Ability to work effectively with all levels of staff and management utilizing good interpersonal skills. Must be able to set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; and, establish and maintain cooperative working relationships with those contacted during the course of the work day.

Ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. Proven success in improving work processes and leading change in a complex, fast environment. Excellent critical thinking skills and the ability to effectively solve problems.

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: Executive Assistant
DIVISION/OFFICE: Office of Chief Impact Officer
BULLETIN No: 10022020
SALARY RANGE: \$50,000 - \$54,000 per year (commensurate with experience)
OPENING DATE: February 26, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Provide analytical, editing/proofing, organizational, and administrative support to various executive/senior level managers. Compose, edit, and proof correspondence and other documents. Coordinate details, logistics and requirements for meetings, activities and major events. Transcribe meeting minutes, document and distribute action items, and provide status updates after conducting follow-up.

BRIEF DESCRIPTION:

- Arrange corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Manage databases, as required, for tracking fundraising efforts.
- Support UPO’s Central Customer Data Tracking System by completing special data entry projects

- Work closely and effectively with the Chief Impact Officer to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
- Drafting acknowledgement letters, personal correspondence and other tasks that facilitate the Chief Impact Officer's ability to effectively lead.
- Plan, coordinate, and ensure the Chief Impact Officer's schedule is followed and respected
- Follow up on inquiries from Board members, donors, foundation staff, and others, on matters related to CIO's, CEO's, or COO's programmatic initiative.
- Receive request from organization staff, stakeholders and the public; seek resolutions and advise the Chief Impact Officer, as needed.
- Maintain and update effective filing and communication system for the office.

MINIMUM QUALIFICATIONS:

Associates degree and ten (10) years of progressive experience and responsibilities working in an administrative support capacity. Ability to work with management staff and handle delicate situations at management or executive level. Advanced level skills using Microsoft Office Suite, the internet, and other office applications as well as the ability to quickly learn and adapt to new software and technology in a networked environment. Must possess excellent interpersonal, organizational, writing and verbal presentation skills.

DESIRED QUALIFICATIONS:

Bachelor's degree and at least five (5) years of experience working as an Executive Assistant at the executive level. Advanced experience can be substituted for degree. Event planning or event coordination experience and familiarity with Salesforce.

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.

To be considered for this position:

Submit your resume to upojobs@upo.org or fax your resume to
202/319-3237.