Vacancy Announcement

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

| POSITION: | Job Readiness Coach |
| OFFICE/DIVISION: | Workforce Institute Placement Division |
| BULLETIN No: | 15282020 |
| SALARY RANGE: | $50,000-$55,000 annually (Commensurate with experience) |
| OPENING DATE: | 05/28/2020 |
| CLOSING DATE: | Open until filled |
| FIRST SOURCE: | N/A |

**MAJOR DUTIES:**
Is responsible for co-facilitating weekly (occasionally Saturdays) career development workshops that focus on obtaining full-time and/or part-time employment. Also, collaborate with Job Developers to establish progressive partnerships with employers in the District of Columbia in order to develop job placements for UPO customers.

**BRIEF DESCRIPTION:**
Facilitate employment workshops to include career coaching sessions and resume workshops that assist the customers in obtaining employment in a specialized trade inclusive of: pre-screening (interview) preparation, time management, personal responsibility, as well as technical career development skills, including application preparation, resume writing and career exploration. Assist customers in the use of technology for job exploration and searching (enter all participants’ resumes in EmpowOR). Ensure that each customer has the critical job seeking tools needed to obtain employment. Facilitate customers in the development of Employment Portfolios. Ensure that plans are comprehensive and complement the WIPD Workshop mission and goals for employment. Lead, manage and develop the team of Assistant Job Readiness Coaches, Interns/Volunteer personnel. Assess results of job readiness programs, curricula, staff and promote career development workshops. Coordinate transportation for customers to attend scheduled interviews, job fairs, and other employment related program events. Participate in job fairs for UPO customers including recruiting 8-10 employers, assisting other staff with...
the job fair set-up and event facilitation. Collaborate with other Job Developers in UPO system, for employment leads and employer-engagement strategies

MINIMUM QUALIFICATIONS:
Bachelor's degree in vocational counseling, human resources or counseling, social work, psychology or related field and/or at least five (5) years of direct training experience, or workforce development experience with similar populations in a community-based organization. Knowledge of the District of Columbia non-profit community. Ability to communicate effectively in both written and verbal communication; computer proficiency, including MS Office and data management systems. Must have reliable transportation and be able to work some evenings and/or weekends

DESIRED QUALIFICATIONS:
Master's degree in vocational counseling, or counseling, social work, human resources development, psychology or related field and at least three (3) years of direct training or workforce development experience.

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 Not 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.