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.”

**About this position:**

The United States Congress appropriated $2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

**UPO Workforce Institute (WFI) is seeking an energetic and experienced individuals 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 employees will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidates 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:** Program Manager  
**DIVISION/OFFICE:** Workforce Institute Placement Division, CARES Act/Stimulus Project  
**BULLETIN No:** 02072020  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** July 9, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**  
Oversee case management, job readiness and post-employment services to area customers of the United Planning Organization, Workforce Institute. Manages enrollment of customers into the UPO Workforce Institute Placement Unit and Community Impact areas; to include the comprehensive case management, career development and retention services.
Vacancy Announcement
Project Manager/CARES Act/ Stimulus Project
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BRIEF DESCRIPTION:
Oversee case management, job readiness, retention services and monitor/track program progression, outcomes and prepare monthly/quarterly reports Support the Workforce Institute Placement Division development of a strategic plan to achieve effective implementation of program success within workforce Implement continuous improvement processes, including quality assurance practices using EmpowOR database for case management, retention, and career development activities Attend and work closely with DC agencies in the workforce development arena to build capacity, provide operational guidance identify emerging issues, community resources and new initiatives Implement and monitor a referral process based on the identified needs of customers including emergency assistance requests; support services, such as, mental health; substance abuse recovery; parenting/life skills training; career/job readiness training; financial literacy counseling; employment placement, as well as external referrals to outside service providers. Manage direct services to a UPO Community Impact areas and Workforce Institute Placement Division clients to achieve their employment and self-sufficiency goals through actions steps such as case management, resume writing, job interviewing, completing job and school applications, networking.

MINIMUM QUALIFICATIONS:
Master's degree in social work, counseling, psychology, or a related discipline. Direct experience with job readiness, case management, community engagement/development and retention roles for at least 5 years in community-based organizations or a similar venue. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds and supervise staff. Ability to communicate effectively in writing and orally. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Able to work some evenings and weekends.

DESIRED QUALIFICATIONS:
Direct experience as a program manager for at least 7 years. Knowledge of District of Columbia non-profit community.

OTHER REQUIREMENTS:
In the event that an offer is extended, the selected 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 covered by the Collective Bargaining Agreement with the CWA Union.

This position is funded by the CARES Act Stimulus project and will end 9/30/2022.

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

To be considered for this position:
Submit your cover letter and resume to upojobs@upo.org or fax your cover letter and resume to 202/319-3237.

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622 upojobs@upo.org • www.upo.org

UPO is an Equal Opportunity Employer