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.

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:** Network+/Security+ Instructor

**DIVISION/OFFICE:** Workforce Institute Training Division, CARES Act/Stimulus Project

**BULLETIN No:** 07072020

**SALARY RANGE:** (Commensurate with Experience)

**OPENING DATE:** July 23, 2020

**CLOSING DATE:** Open until filled

**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Provide students with the education and skills needed to obtain recognized information technology (IT) certifications in Network+ and Security+. Facilitate “real world” scenario training with hands-on IT education simulations that will be performed in the classroom. Provide instruction in industry recognized operating systems, software and technology in preparation for recognized certification examinations. Instructor will design activities which will develop, captivate and stimulate student knowledge and comprehension of the information technology field.

**BRIEF DESCRIPTION:**

Assist Program Assistant in the recruitment of students during the fiscal year. Conduct initial intake and assessments of new participants. Prepare written lesson plans based on curriculum. Provide students with a full understanding of course objectives (syllabus, course outlines, and course materials/equipment) on the first day of class and throughout training. Provide students with class/laboratory objectives daily. Utilize active learning techniques to maintain a challenging learning environment for students; utilize a variety of media/audio-visual/technology materials to achieve course goals and objectives, and to engage students. Remain current with developments within information technology through memberships in professional organizations, seminars, workshops, and continuing education courses. Prepare students for the national certification through quizzes and exams with a passing rate of 85%. Establish relationships with IT companies to serve as job placements for students.

**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](http://www.upo.org)

**UPO is an Equal Opportunity Employer**
MINIMUM QUALIFICATIONS:
Bachelor’s degree in Information Technology or related field with two (2) years’ of “hands-on” experience in the technology industry and tech support. CompTIA Network+ and Security+ certified or equivalent. Demonstrated experience teaching Network+ and Security+ curriculum or an equivalent to adults. Knowledge of current adult education methods and strategies including: differentiated instruction, assessment, evaluation, and collaborative techniques and strategies that address closing the gap in student access and achievement regarding diversity. In addition, an excellent working knowledge of MS Office Suite (Word, Excel, Outlook and Power Point) is desired. Ability to use/learn electronic time-keeping program. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:
Master's degree in Information Technology and five (5) years of experience in the technology field; and, relevant certifications.

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.