

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 to view all of our vacancies and to learn more about our company and services.

POSITION: **Community Coordinator-WINN**
DIVISION/OFFICE: **Advocacy & Volunteer Service Division**
BULLETIN No: **01092020**
SALARY RANGE: **\$55,000-\$60,000 (Commensurate with Experience)**
OPENING DATE: **September 1, 2020**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Provide onsite wrap around services to support and enhance the quality of life for residents in the Washington Highland community. Focus will be on: Stable Housing, Employment, Education, Health, Community Engagement and Economic Mobility. Work on-site at WinnCompanies property as a core part of UPO’s Community-based program initiative.

BRIEF DESCRIPTION:

Onsite and in the field engagement with residents, staff, partners, and community members. Attend community events, activities, and functions. Coordinate resources for residents that address key community needs. Plan and maintain a calendar of outreach activities, including, community events, virtual and onsite workshops, and other engagement opportunities to promote programs and services. Establish and maintain relationships with local service providers, Winn Residential leadership, residents, community stakeholders and other community partners. Collect, manage, report, and analyze resident data, and ensure accuracy and consistency with established data. Work closely with Tenant and Civic Associations to encourage and support residential organizing and community building efforts. Attend, setup, and table indoor/outdoor community events to conduct outreach and promote UPO’s programs and services. Occasionally work evenings, and weekends.

MINIMUM QUALIFICATIONS:

Bachelor’s degree with a minimum of two years of experience in community organizing, outreach, or community engagement. Proficient in MS Office (Word, Excel, Outlook and Power Point). Excellent written, verbal, and interpersonal skills. Knowledge of Washington, DC issues and organizations. Creative, strong research skills. Valid driver’s license and reliable personal transportation and the ability to drive a 15-passenger van for field work.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills. Flexibility to work on some nights and weekends. Demonstrated commitment to serve in underserved communities.

**Vacancy Announcement
Community Coordinator-WINN
Page Two**

DESIRED QUALIFICATIONS:

Master's degree in social sciences, public administration, urban/community development, sociology, or three to five years demonstrated direct organizing/community organizing, engagement, and/or community leadership and empowerment experience. Strong computer, research and internet skills; Ability to build unity and motivate others to action.

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 will be funded through September 30, 2021. Continued employment will be contingent upon future funding

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.**