

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 Strategist & Advocacy Organizer**
DIVISION/OFFICE: **Advocacy & Volunteer Service Division**
BULLETIN No: **02092020**
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:

The Community Strategist is responsible for strengthening UPO’s organizing capacity through outreach, leadership training, community engagement/ empowerment, and advocacy.

BRIEF DESCRIPTION:

Mobilize and empower UPO volunteers, customers and community members to participate in civic discourse, including, but not limited to testifying, attending community meetings/forums, and joining community taskforces, and committees. Strategize Division’s efforts to organize local community and area stakeholders to support community action goals to ensure low-income residents have a stake in their communities. Participate in local and regional coalitions and develop relationships with allies and other organizations to further UPO’s advocacy goals related to policy, and equitable development. Develop and implement strategies to organize community residents, volunteers, and supporters to work toward achieving strategic objectives; including a shared community vision, developing action plans, and turning goals and strategies into tactics, timelines and metrics to produce visible and viable outcomes. Represent UPO, and the community at City Council hearings, community meetings and forums. Play a vital role in the organization’s pursuit of legislative and policy initiatives aimed at achieving its mission. Attend, set up, and table indoor/outdoor community events to conduct outreach, and promote UPO’s programs and services

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, with strong research skills. Valid driver’s license and reliable personal transportation for field work. Ability to drive a 15 passenger van.

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.

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

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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 covered by the Collective Bargaining Agreement with the CWA Union.

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.**