

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:** **Monitoring and Evaluation Analyst**  
**DIVISION/OFFICE:** **President and CEO/CARES Stimulus Project**  
**BULLETIN No:** **08092020**  
**SALARY RANGE:** **(Commensurate with Experience)**  
**OPENING DATE:** **September 1, 2020**  
**CLOSING DATE:** **Open until filled**  
**FIRST SOURCE:** **N/A**

### **MAJOR DUTIES:**

Program and outcome monitoring of UPO’s internal programs and programs operated by UPO’s service providers and internal units. Conduct quality assurance of data entry, reports and dashboards of CARES Act programs. Conduct quality assurance and analysis of program operations. Conduct desk audits and onsite monitoring. Conduct program performance analysis and feedback. Provide technical assistance for frontline staff. Provide outcome planning assistance for CARES program managers, division directors and office directors as needed. Conduct contract compliance monitoring.

### **BRIEF DESCRIPTION:**

Conduct onsite compliance monitoring and outcome evaluations of assigned internal and/or external CARES programs. Document program compliance with funding agreements. Provide the CARES Project Director accurate, practical and useful information (both quantitative and qualitative) in a consistent, timely and cost-effective manner. Analyze outcome performance and provide technical assistance to program staff in areas of operational weakness and address operational deficiencies. Monitor program components for compliance with applicable standards, agreements, and regulations. Identify items or areas of noncompliance and develop recommendations for immediate corrective action. Follow-up on recommendations at the end of the corrective action period and document compliance or the lack thereof. Audit staff data entry and provide feedback on accuracy, frequency and substance of entries.

**Vacancy Announcement**  
**Monitoring and Evaluation Analyst/CARES Stimulus Project**  
**Page Two**

Audit staff data entry and provide feedback on accuracy, frequency and substance of entries. Train agency staff and partners to use monitoring and evaluation data for program improvement. Prepare written, edited and grammatically correct reports following each monitoring visit, desk audit, program analysis, data analysis or program evaluation. Reports must detail process followed, findings, results and investigation findings. Determine accuracy of information and calculations and document problems identified.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, social sciences, public administration or public policy. Five years of increasingly progressive operational, programmatic and/or financial auditing experience which includes experience in planning, coordination and organizing program activities. A combination of education and experience may be considered.

This position requires original analysis, program monitoring or evaluation experience, including program and evaluation report writing. The ideal candidate will be familiar with the social and economic issues facing the low income and special populations including those of diverse cultural backgrounds. Travel to various sites by personal vehicle or public transportation will be required for the purpose of conducting onsite monitoring of programs. Must have the ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Ten (10) years of relevant work experience. Extensive use of quantitative analysis in Excel and other in reporting tools. Solid and measurable track record documenting program/project effectiveness as well as analyzing data with the goal of drawing inferences to advise executive teams and to inform stakeholders. Experience in Community Action, government grant monitoring, or Head Start is a plus but not required.

**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 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](mailto:upojobs@upo.org) or  
fax your cover letter and resume to 202/319-3237.**

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**UPO is an Equal Opportunity Employer**