

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

POSITION: **Community Program Coordinator**
DIVISION/OFFICE: **Advocacy & Volunteer Services Division, CARES Act/Stimulus Project**
BULLETIN No: **09092020**
SALARY RANGE: **\$55,000-\$60,000(Commensurate with Experience)**
OPENING DATE: **September 02, 2020**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Plan and coordinate the Division’s stimulus projects and activities which include but are not limited to implementing a Mobile Food Program, Bridging the Digital Divide, and developing a holistic approach to Mental Health & Wellness services.

BRIEF DESCRIPTION:

Onsite, and in the field engagement with residents, partners, and community member. Attend community events, activities, and functions. Coordinate and develop outreach programs and projects to serve residents with low incomes in underserved communities. Plan and maintain a calendar of outreach activities, including community events, virtual and onsite workshops, and other engagement opportunities to promote programs and services. Develop outreach goals and plans; identify partnerships and funding opportunities. Occasionally work evenings, and weekends. Process financial documents and handle programmatic financial transactions for designated projects. Maintain project budget, and process financial documents and handle program related financial transactions.

MINIMUM QUALIFICATIONS:

Associates 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 for field work.

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:

Bachelor'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. Excellent, written, verbal, and interpersonal skills. Knowledge of Washington, DC issues and organizations. Knowledge of Washington, DC legislative policies and processes.

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.**