

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.

UPO Workforce Institute (WFI) is seeking an energetic and experienced individuals to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employees will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidates will need to have the right complement of skills and personality.

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: Career Development Specialist
DIVISION/OFFICE: Workforce Institute Placement Division, CARES Act/Stimulus Project
BULLETIN No: 05102020
SALARY RANGE: \$45,000-\$50,000(Commensurate with Experience)
OPENING DATE: October 2, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for assisting the Job Readiness Coach in preparing Community Impact area customers for training and employment success.

BRIEF DESCRIPTION:

Assist the Job Readiness Coach in assessing each customer during the job readiness training for readiness of training or employment in addition to other services needed prior to training or employment. Assist in communication with customers to bridge their goals and ambitions and develop a plan to accomplish set goals. Provide assistance to discover and overcome customer personal barriers and set life sustaining goals. Using template, develop, edit and proofread resumes, cover letters, reference sheet and thank you letter for customers. Assist customers with online applications. Perform data entry into UPO’s data management system. Develop rapport with Job Readiness Training customers to reinforce employment and retention. Serve as substitute job readiness instructor during absences of the instructor.

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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MINIMUM QUALIFICATIONS:

High school diploma or associate's degree and three (3) years of experience in job readiness or workforce development. Excellent skills in resume creation, interviewing techniques and customer service. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs, an electronic time keeping program and data management systems. Possess effective organizational and professional communication skills, both written and verbal. Proven ability to work in a team environment.

DESIRED QUALIFICATIONS:

Bachelor's degree in social studies, human resources, or related fields or at least five (5) years of knowledge of District non-profit community. Ability to inspire, and five (5) years of experience in job readiness or workforce development. +

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.**