

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.

**The Office of Human Resources is in search of an energetic and experienced individual to join our dynamic HR team. We are seeking someone who is a self-accountable, innovative, and results-oriented thinker with the ability to display leadership skills to navigate the COVID-19 landscape. The ideal candidate must be a self-starter who is able to work in a fast paced, ever-changing work environment, sometimes in an emergency situation, and who is a team player able to work independently with minimal supervision. This future employee will be expected to deliver a high level of support and service to UPO staff. The final candidate will need to have the right complement of skills, personality, and professional maturity with a CAN-DO, ALL-IN attitude.**

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:** Preparedness & Response Coordinator (COVID-19)  
**DIVISION/OFFICE:** Office of Human Resources, CARES Stimulus Project  
**BULLETIN No:** 01102020  
**SALARY RANGE:** \$28.2051-\$30.7692 per hour (\$55,000-\$60,000 per year) (Commensurate with Experience)  
**OPENING DATE:** October 1, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Serve as the primary contact person for COVID-19 and FFCRA related incidents and inquiries by providing response, guidance, direction and regulatory requirements to staff and management. Responsible for all related administrative functions and follow up. Work in conjunction with the VP, Human Resources, the Director of Human Resources and the Office of General Counsel. Oversee all related activities and functions of all COVID-19 related safety implementations.

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**BRIEF DESCRIPTION:**

- Serve as the focal point for COVID-19 awareness, preparedness, reaction and response.
- Responsible for implementing COVID-19 established protocol, policies and procedures; communicate updates and changes to staff and management.
- Provide guidance, direction and regulatory requirements/information to staff and management on COVID-19 related inquiries.
- Responsible for Contact Tracing for COVID-19 incidents.
- Remain current on FFCRA and COVID-19 legislation including updates from the CDC and OSHA.
- React quickly to crises and organize and/or implement appropriate assessments and responses.
- Participate in the development of interventions and new proposals linked to the assessed needs and gaps.
- Ensure clear internal coordination within the organization, as necessary.
- Compile, manage, and make available relevant information related to COVID-19 for staff access.
- Provide administrative support to HR functions, as needed.
- Employ dynamic communication and interpersonal skills, cultural competency/sensitivity, tactful language, and empathetic interviewing skills to build rapport and maintain trust with employees.

**MINIMUM QUALIFICATIONS:**

Associates degree or high school diploma/GED with 6+ years of progressive responsibilities. Extensive work experience that includes the following knowledge, skills, and abilities may be substituted for a college degree.

Ability to read and comprehend laws, legislation, regulations and documentation related to COVID-19 to include understanding guidelines and updates from federal and state governments. Previous experience responding to emergencies or outbreaks, or collaborative responses, with a consortium approach to addressing issues. Ability to work in a fast-paced environment with quality and quick responsiveness. Quality experience writing guidelines, reports, and technical communications.

Successfully complete training and receive certification for COVID-19 Contact Tracing (training offered by Johns Hopkins University).

Excellent communication skills in general, and specifically for understanding requirements and explaining these needs to employees. Strong leadership skills, adaptability, self-motivation, and organizational skills to guide team members in making consistent progress. Ability to pay exceptionally close attention to detail to ensure all specifications are met and followed. Ability to work under pressure, solid administrative skills and excellent interpersonal skills.

Possess problem-solving abilities to correct any challenges or inefficiencies for best results. Decisiveness and good judgment to address pressing project matters when time is limited. Effective time management skills to accomplish multiple tasks, sometimes for multiple projects, at once. Ability to take initiative, multitask and manage task timelines. Access to good/reliable WiFi. Flexible and able to work under pressure in a highly complex emergency context to ensure quick quality delivery in a stressful, sometimes emergency, context. Excellent knowledge of MS Office (Word, Excel, Outlook, and PowerPoint) and ability to use/learn electronic time-keeping program.

Knowledge of caring and compassion for affected persons and all staff. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

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**DESIRED QUALIFICATIONS:**

Bachelor's degree in management, business administration or a related area and four years of experience in a coordinator position. Ability to facilitate communication and coordination, and ability to ensure that group actions move forward. Quality writing experience with guidelines, reports, and technical communications. Technical experience in health and/or outbreak emergencies highly desired. Bilingual/Spanish a plus.

**ESSENTIAL POSITION:**       YES       NO

UPO designates an employee as essential if s/he is required to work during a business closure (e.g., federal/District holidays, snow closures, pandemic) in order to meet operational requirements. Essential employees who are **customer-facing (e.g., nurses, transportation, facilities) who deliver essential services** are not eligible for Teleworking/Remote Work.

**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.**

**[This position is funded by the CARES Stimulus project and will end 9/30/2021; however it may be extended to 9/30/2022, depending on the current environment after one year.](#)**

**The opportunity for telework may be available for this position.**

**[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.**