

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: Construction Trade Education Coach
DIVISION/OFFICE: Workforce Institute Placement Division, CARES Act/Stimulus Project
BULLETIN No: 02122020
SALARY RANGE: \$50,000-\$55,000(Commensurate with Experience)
OPENING DATE: December 15, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Provide concierge level support to an assigned population of high school students from the District of Columbia school systems (DCPS & Charter) providing information sessions to share with students the opportunity to participate in UPO construction trade vocational training programs. The purpose of the outreach is to educate the students on the alternative options available post high school graduation. Specifically, to offer students alternatives to post-secondary education with the emphasis on the construction trades industry.

BRIEF DESCRIPTION:

Develop thorough understanding of UPO WFI Training education options, policies, procedures and systems to effectively and accurately guide students. Develop and maintain relationships with students which will guide and assist them through the construction trade advancement opportunities and career options available upon completion of training. Responsible for student recruitment; assist with enrollment of high school students into the construction trade pathways offered by UPO. Develop relationships with the high school counselors, principals and any other school executive level instructors to build rapport and demonstrate the value of the construction trade as a potential, viable avenue for those who are not headed to college or other post-secondary trade.

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MINIMUM QUALIFICATIONS:

Associates degree or minimum 40 college credits or a minimum of ten years of experience in a progressively responsible administrative position. Knowledgeable of the various Washington, DC communities and community needs. Knowledgeable of MS Office, especially Excel and PowerPoint. Excellent communication skills to include public speaking skills to make presentations to customers and stakeholders as required for this position. Ability to communicate effectively in writing.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess a valid driver's license and personal transportation. Ability to work some evenings and weekends.

DESIRED QUALIFICATIONS:

Bachelor's degree in education, sociology, social work or related field, or fifteen years of experience in a community outreach position. Knowledge of the DC's non-profit community.

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.**