

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:** Project Director  
**DIVISION/OFFICE:** Executive Office, CARES Act/Stimulus Project  
**BULLETIN No:** 03122020  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** December 16, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Responsible for monitoring programs under the CARES Act fund, to support the UPO's strategic direction, as well as monitoring program goals. Provide budget oversight and operating plans for programs. To include tracking, planning, monitoring, compliance, evaluation and reporting. Provide oversight on required program reports and federal standards. Monitor, track and analyze outcomes data and report results to the Deputy Director, CARES Act.

**BRIEF DESCRIPTION:**

Support the CARES Act Deputy Director in the execution and oversight of the CARES program. Provide management support to ensure day-to-day high-quality services are being provided through CARES Act programs. Conduct desktop audits and onsite monitoring for all programmatic data. Conduct quality assurance and data analysis of program performance. Coordinate tracking systems to create custom reports in response to funder requirements. Generate data reports for the Deputy Director. Participate in weekly, monthly and quarterly planning meetings for each program. Collaborate with other agencies to ensure high-quality programs are reaching their target audiences. Support in writing ongoing monitoring and service plans with supporting policies and procedures. Responsible for ensuring orientation to division and program for new hires.

**Vacancy Announcement**  
**Project Director/CARES Act/ Stimulus Project**  
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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in a social services or related field and have at least one (1) year of experience working with underserved and low-income populations. Knowledge of the DC homeless services field and a working knowledge of outreach principles and practices. Must have a minimum of 4 years of professional supervisory and/or managerial experience in the human services. Must possess a working knowledge and skill proficiency to perform outreach and case management services. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Working knowledge of MS Office and ability to use/learn electronic time-keeping program.

**DESIRED QUALIFICATIONS:**

Master's degree in business administration, social sciences, public administration or public policy. Ten 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.

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