

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: Outreach Assistant
DIVISION/OFFICE: Community Reinvestment Division, CARES Act/Stimulus Project
BULLETIN No: 01012021
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: January 8, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Assist program staff with administrative duties such as scheduling, intake and file management, related to processing customers seeking rental assistance.

BRIEF DESCRIPTION:

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Help schedule appointments for customers seeking rental assistance. Greet customers upon their arrival. Hand out and explain the rental application. Collect required documents from customer. Make follow-up calls to customers who need to bring additional documents. Prepare reports of activities that monitor client tracking and document outcomes. Maintain customer files. Participate in staff meetings; provider meetings and trainings, as requested by supervisor.

Vacancy Announcement

Outreach Assistant/CARES Act/ Stimulus Project

Page Two

MINIMUM QUALIFICATIONS:

High school diploma or GED and 5 years of experience in an administrative or clerical position. Working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Knowledge of or experience with data entry. Good communication, reception, and office equipment skills.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Associates degree or two years of post-secondary education and 2 years of experience in an administrative position. Excellent skills using current technology. Two years of experience in working with databases.

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:

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

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.