

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.”

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: **Community Facilitator**
DIVISION/OFFICE: **Community Impact Division**
BULLETIN No: **06122020**
SALARY RANGE: **\$50,000 to \$60,000 per year (Commensurate with Experience)**
OPENING DATE: **December 23, 2020**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Employing the organizing theories of Collective Impact, lead an effort to leverage the synergy of multiple agencies and community members to reduce the causes and conditions of poverty in a designated zone. Provide for community organizing, citizen leadership development, issue identification, and community driven solutions as well as the tracking of community change.

BRIEF DESCRIPTION:

Onsite and in the field engagement with residents, partners and community members. Partner with agencies, community-based businesses and residents to establish community goals. Identify pressing community issues and collaborate with community members and stakeholders to articulate and implement community driven solutions. Present Community Data and enlist potential community-based responses, solutions and plans. Complete monthly community data with EmpowOR. Identify Zone strengths and conduct community mapping relevant to poverty reduction. Establish and maintain engagement with DC Planning Official(s) for Zones. Develop and secure Community Impact Zone Advisors’ approval of Community Impact Plan (CIP). Perform an internal assessment of UPO’s current and planned work in the Community Impact Zone. Develop separate community goals for each Zone for 3, 5 and 10 year periods. Present data relevant to a deep understanding of local conditions and causes of poverty. Present data on Crime, School Outcomes and Key Health Indicators. Identify non-political existing community leadership groups within Zones. Develop a Community Impact Zone Committee of Advisors to steer local initiatives that address local conditions and causes of poverty. Identify existing service delivery teams and meet to discuss goals. Advertise and promote UPO’s services to residents of UPO’s Community Impact Zones. Conduct community focus groups and surveys for Zone activities and UPO community needs assessments. Develop collaborative/partnership agreements with external partners. Submit requests for new initiatives and support to executive staff and researcher. Develop Community Impact Zone Calendar in partnership with residents and distribute. Coordinate Community Events/Responses to address the CIP. Collaborate with internal UPO divisions to conduct Board elections.

**Vacancy Announcement
Service Provider Manager
Page Two**

MINIMUM QUALIFICATIONS:

Associates degree, social sciences or economics and four (4) years of experience in research and planning, in addition to having demonstrated ability to direct, manage, inspire and coordinate staff activities. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Minimum of two years of experience in community organizing, outreach, or community engagement. Demonstrated excellent verbal and written communication skills, strong interpersonal skills, effective planning and organizational skills along with technological competence and knowledge of data management systems. Proficient in MS Office (Word, Excel, Outlook and Power Point). Knowledge of Washington, DC issues, organizations and communities. Must have own vehicle and be comfortable driving throughout DC and the local area. May be expected to work some nights and weekends.

DESIRED QUALIFICATIONS:

Bachelor's degree in public administration, business administration or planning. Eight (8) years of experience in planning and research.

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 covered by the Collective Bargaining Agreement with the CWA Union.

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.**