

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: **Monitoring and Evaluation Analyst I or II**
DIVISION/OFFICE: **Office of Performance Management (OPM)**
BULLETIN No: **09012021**
HOURLY RATE: **Commensurate with Experience**
OPENING DATE: **January 28, 2021**
CLOSING DATE: **Open until filled**
FIRST SOURCE: **N/A**

MAJOR DUTIES:

Program compliance and program outcome monitoring of UPO’s internal programs and programs operated by UPO’s sub-grantees. Frequently serve as team lead on large evaluation and monitoring projects. Serve as lead organizational liaison during external audits during director’s absence. Conduct quality assurance of data entry by UPO staff. Conduct quality assurance on internal reports and dashboards. Conduct quality assurance and compliance analysis of program operations. Conduct desk audits and onsite monitoring. Conduct outcome and financial data analysis. Conduct program performance analysis and reporting. Train and provide technical assistance for frontline staff. Provide outcome planning assistance for program managers, division directors and office directors. Provide analysis of UPO’s compliance with CSBG organizational standards. Conduct contract compliance monitoring. Support the fulfillment of the agency’s reporting requirements to its grantors and funding sources in the absence of the director. Keep track of tools developed by The Community Partnership, the National Association of State Community Services Programs and the Office of Community Services for use by Community Action Agencies. Serve as an advanced user and administrator in UPO’s central client data tracking system. Provide Results Oriented Management and Accountability leadership and training for staff and stake holders

BRIEF DESCRIPTION

- Review and analyze program compliance, outcome and operations data
- Prepare monitoring reports
- Conduct data quality checks
- Conduct data/reports trainings
- Respond to stakeholder requests for data

Vacancy Announcement – Monitoring and Evaluation Analyst I or II
Page Two

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, social sciences, public administration or public policy. Five 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.

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

Ability to effectively use Microsoft Office programs. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Seven (7) or more years of relevant work experience. Extensive use of quantitative analysis in Excel and other in reporting tools. Solid and measurable track record documenting program/project effectiveness as well as analyzing data with the goal of drawing inferences to advise executive teams and to inform stakeholders. Experience in Community Action and/or childcare, programs, particularly Head Start is a plus but not required.

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 in the collective bargaining unit of the CWA Union.

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.**

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.**

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622
upojobs@upo.org • www.upo.org

UPO is an Equal Opportunity Employer