

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: Community Program Coordinator (CARES Act Stimulus Project)**

**DIVISION/OFFICE:** Advocacy & Volunteer Services Division  
**BULLETIN No:** 05032021  
**SALARY RANGE:** \$25,000-\$30,000 annually (Commensurate with experience)  
**OPENING DATE:** March 4, 2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Plan and coordinate the Division’s Mobile Food, and Quarantine Support stimulus projects to ensure Washington DC’s underserved residents and communities have access to resources and services.

**BRIEF DESCRIPTION:**

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Onsite, and in the field engagement with residents, volunteers partners, and community members. Attend community meetings, forums, and functions to stay abreast of COVID-19 related policies, activities, discoveries, etc. Plan and maintain a calendar of activities, including, virtual workshops and meetings and other opportunities to promote programs and services. Develop project goals and plans; identify partnerships and other funding, and project enhancement opportunities.

**MINIMUM QUALIFICATIONS:**

Associates degree with a minimum of two years of experience in community organizing, outreach, or community engagement. Proficient in MS Office (Word, Excel, Outlook and Power Point). Excellent written, verbal, and interpersonal skills. Knowledge of Washington, DC issues and organizations. Creative, strong research skills. Valid driver’s license and reliable personal transportation for field work.

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Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills. Flexibility to work on some nights and weekends. Demonstrated commitment to serve in underserved communities.

**DESIRED QUALIFICATIONS:**

Bachelor's degree in social sciences, public administration, urban/community development, sociology, or three to five years demonstrated direct organizing/community organizing, engagement, and/or community leadership and empowerment experience. Strong computer, research and internet skills; Ability to build unity and motivate others to action. Excellent, written, verbal, and interpersonal skills. Knowledge of Washington, DC legislative policies and processes.

**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.**

**[This position is funded by the CARES 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.**