

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: Program Coordinator (CARES Act Stimulus Project)

DIVISION/OFFICE: Youth Services Division

BULLETIN No: 06032021

SALARY RANGE: \$55,000 - \$60,000 per year (Commensurate with Experience)

OPENING DATE: March 19, 2021

CLOSING DATE: Open until filled

MAJOR DUTIES:

Coordinate the execution of the Youth Division CARES Act initiatives. This includes the Summer Grants program which awards grants for the provision of in-person, distance learning, or hybrid programming to youth; and the Engaging Participants in Crisis (EPIC) Book Club Literacy Program to help students increase literacy skills, enhance critical thinking abilities, and improve social-emotional learning qualities. For both programs, the coordinator will assist with operations and execution; process and review student applications for eligibility; provide technical support to partner organizations; monitor and evaluate program with the CARES Act team; assist with processing vendor payments; and ensure compliance with UPO and federal CARES Act standards.

BRIEF DESCRIPTION:

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation.

Summer Program:

- Assist with the UPO Summer CARES Act RFP Request for Proposals
- Collaborate with UPO’s Communications Division to create and distribute marketing materials to potential partner organizations.
- Manage the submission of required documents for compliance and completion

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- Assist with orienting awardees to the guidelines, policies, and procedures for fulfilling grant requirements.
- Observe and monitor programs for adherence and alignment with approved goals and objectives.
- Coordinate grantee payments.
- Provide technical support to grantees via phone, email, or virtually.
- Collect and synthesize program data for reporting and to enhance future programming.

EPIC Book Club:

- Manage implementation of EPIC Book Club Literacy Program.
 - Assist with identifying additional elementary school partners who will be able to accommodate up to (50) students each.
 - Orient partners to the guidelines, policies, and procedures for fulfilling grant requirements.
 - Coordinate hiring of teachers at each school to implement the EPIC Book Club.
 - Review and submit contractor invoices for payment.
 - Develop an EPIC Book Club Lesson Plan Resource Guide for instructors.
 - Ensure all participants and teachers have all primary and supplemental supplies.
- Collect and synthesize program data for reporting and to enhance future programming.

Vacancy Announcement

Program Coordinator /CARES Act/ Stimulus Project

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MINIMUM QUALIFICATIONS:

Bachelor’s degree in education, human services, sociology, psychology social work, counseling, or other youth development-related field, and at least (3) years of experience working with primary and secondary school-aged children in an in-school or out-of-school time setting. Familiarity with core youth development principles and experience with program evaluation and monitoring. Strong interpersonal skills and the ability to communicate effectively, orally and in writing, are required. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Master’s degree in education, human services, sociology, psychology social work, counseling, or other youth development-related field, and at least (5) years of program management experience. A demonstrated commitment to youth advocacy and enthusiasm for youth education, development, and enrichment programs; demonstrated leadership and proven strong administrative skills.

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.](#)

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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