

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: Administrative Assistant (CARES Act Stimulus Project)**  
**DIVISION/OFFICE: Executive Office**  
**BULLETIN No: 07032021**  
**SALARY RANGE: \$53,000 - \$58,000 per year (Commensurate with Experience)**  
**OPENING DATE: March 19, 2021**  
**CLOSING DATE: Open until filled**

**MAJOR DUTIES:**

Under the direction of the Deputy Director for CARES Act, provide assistance to program staff in a clerical or administrative capacity, such as scheduling, event coordination and the preparation of reports and correspondence.

**BRIEF DESCRIPTION:**

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Provide confidential administrative support to the CARES Act Team. Work closely with CARES Act Team to maintain administrative procedures and practices that are efficient. Assist customers to connect with requested services, provide follow-up with customers as needed. Implement and maintain an efficient filing system with relevant paperwork. Greet customers upon their arrival and escort to meeting rooms as needed. Open and distribute mail to appropriate recipients. Receive packages and deliveries. Perform temperature scans for visitors, contractors, customers, employees on an as needed basis.

**Vacancy Announcement**

**Administrative Assistant /CARES Act/ Stimulus Project**

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

**MINIMUM QUALIFICATIONS:**

High school diploma or GED and 3 years of experience in an administrative or clerical position. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program.

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

**DESIRED QUALIFICATIONS:**

Bachelor's degree and two years of experience in an administrative or clerical position. Proven excellent communication, reception, and office equipment and information technology skills. Bilingual/Spanish preferred. Additional languages are highly desirable.

**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](mailto:upojobs@upo.org)