

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:** Staff Attorney (CARES Act Stimulus Project)  
**DIVISION/OFFICE:** Office of Legal Affairs  
**BULLETIN No:** 01082021  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** August 13, 2020  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

### **MAJOR DUTIES:**

Advise UPO staff on a wide range of legal and financial matters that impact the agency’s day-to-day operations, such as: Internal Revenue Code requirements for tax-exempt organizations; nonprofit corporate law, compliance, and corporate governance matters; innovative approaches to sustainability, such as fiscal sponsorships, shared services, and social enterprise; employment law; Federal grant law (including CSBG, Head Start, CARES Act, and other poverty alleviation programs); and Administrative law.

### **BRIEF DESCRIPTION:**

Assist with preparation, coordination, and presentation of training on legal issues for staff and UPO board members. Analyze policy priorities affecting UPO, including drafting memorandums on proposed legislation and regulations. Stay up-to-date on relevant federal and state laws impacting the operations of UPO. Collaborate with UPO directors and managers to develop and evaluate methods of delivering legal training to UPO Program and Office teams. Assist UPO with staying abreast of new and current legal requirements by researching legal publications, such as newsletters, e-bulletins, website content and more in-depth publications.

### **MINIMUM QUALIFICATIONS:**

**(CANDIDATE MUST HAVE THE QUALIFICATIONS LISTED IN THIS SECTION TO BE CONSIDERED FOR THE POSITION).** Juris Doctorate and two (2) years of experience in a nonprofit or legal environment. Experience in at least one or more of the following: tax-exempt organization law, corporate law and governance, employment law, administrative law, federal grant management, and/or nonprofit management. Proven excellent communication skills, both spoken and written. Excellent working knowledge of MS Office 365 and ability to use/learn electronic time-keeping program

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[upojobs@upo.org](mailto:upojobs@upo.org) • [www.upo.org](http://www.upo.org)

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

**DESIRED QUALIFICATIONS:**

Juris Doctorate and License to Practice Law in at least one state/jurisdiction in the United States. At least four years of experience in non-profit grant and contracts law.

**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**

**To be considered for this position:**

**Please submit your resume to the Career Center [Apply Here](#)**