

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.”

The Community Reinvestment Division is seeking an energetic and experienced individual to join our dynamic team as a Program Assistant/DISB Program. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external customers. The final candidate will need to have the right complement of skills, personality, and professionalism.

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and service in our communities.

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 Assistant/DISB
OFFICE/DIVISION:	Community Reinvestment Division/DISB
BULLETIN No:	09102021
HOURLY RANGE:	\$15.3846 to \$16.4102 per hour (Commensurate with experience)
OPENING DATE:	10/29/2021
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Provide administrative support to the Financial Empowerment Center (FEC) staff. Provide assistance to customers seeking financial, credit and/or banking assistance.

BRIEF DESCRIPTION:

Ensure all FEC recorded/tracked data is accurate and meets program monitoring and reporting needs; provide general procurement/administrative actions, as needed; schedule COL Team meetings; manage electronic filing system; and other administrative duties, as assigned. Facilitate, monitor, track and process payments for supply orders and other procurement duties, as assigned related to UPO Financial Empowerment Center Technical Proposal. Provide general research and troubleshooting support for FEC staff, assist the FEC staff and team in planning of info sessions and discussion for recruitment purposes, participate in the promotion of FEC activities, and contribute to client report sections, as requested. Maintain professional standard of communication with colleagues, partners, and clients; and ensure work style contributes to team building and a professional environment where colleagues can work together productively. Participate in business development opportunities, as necessary including the cultivation of partners for recruiting purposes.

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Program Assistant
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MINIMUM QUALIFICATIONS:

High school diploma or GED and 4 years' experience in an administrative capacity. Excellent working knowledge of MS Office (Word, Excel, Outlook, and PowerPoint) 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. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Associates degree or its equivalent in entrepreneurship, communication, education, social sciences, or a related field with two (2) years of programmatic and administrative support experience. Prior experience in a non-profit organization preferred.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

This position IS covered under the collective bargaining agreement.

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.**

Submit your resume to
upojobs@upo.org