

The United Planning Organization (UPO) is the designated Community Action Agency for the low-income residents of Washington, DC. 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.” UPO is one of our nation’s more than 1,000 Community Action Agencies (CAAs) dedicated to fighting the war on poverty. Established under President Lyndon B. Johnson in 1964, CAAs have provided direct support to more than 34 million people in need.

UPO’s Community Action Promise

Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About this position:

The Program Integration Division is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter who is able to work in a fast-paced, ever-changing work environment; a team player who is 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.

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, Agency-wide Assessment
DIVISION/OFFICE: Program Integration Division
BULLETIN No: 20112021
SALARY RANGE: \$26.6667-\$30.7692 (Commensurate with Experience)
OPENING DATE: November 23, 2021
CLOSING DATE: Open Until Filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Provide coordination and administrative support for the recruitment of third-party evaluators, coordination of engagement with UPO programs, document engagement notes and report status of engagement to the Project Manager. Provide coordination and logistics support for third-party program evaluators of UPO community-based programs. Prepare status reports of all third-party program evaluations and next steps.

BRIEF DESCRIPTION:

Coordinate schedules of UPO personnel, key stakeholders, and third-party program evaluators retained to conduct program evaluations of UPO’s respective programmatic domains. Assist Project Manager in documenting and presenting program evaluation status reports. Assist Project Manager in documenting and tracking the status of UPO’s engagement with third party evaluators. Assist Project Manager in assessing the quality of draft reports received from third party program evaluators. Assist with primary research and data gathering from UPO’s programs per the requirements of the third-party evaluators. Assist the Project Manager in identifying, recruiting, and

Vacancy Announcement
Program Coordinator, Agency-wide Assessment
Page Two

managing third-party program evaluators. Assist in the monitoring of third-party program evaluation reports and deliverables. Assist Project Manager in delivering completed third-party program evaluations to UPO's Executive Team. Move aggressively toward the achievement of established deadlines. Assist Project Manager in processing payments to third-party evaluators based on agreed payment schedules. Help internal and external clients achieve high quality results beyond presenting problems. Assess problems encountered by third party evaluators, develop solutions, assist with course corrections. Prepare for and conduct meetings and presentations, effectively and professionally. Fully understand data collection requirements of third-party program evaluators and conduct timely follow-up with UPO staff and programs. Manage data agreements and relationships with all necessary stakeholders and partners. Manage internal contract initiation and provision of Third-Party Program Evaluators' support materials and documents to UPO's Legal Affairs office. Prepare high-level briefings for UPO's Chief Impact Officer and/or Executive team.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration or other related field; and two (2) years of experience in a coordination and/or administrative position. Familiarity with external facing coordination roles as well as analysis methods utilizing Microsoft excel and other reporting tools. Excellent working knowledge of MS Office (Word, Excel, Outlook, and Power Point) and ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal. Ability to travel to various program sites by personal vehicle or public transportation may be 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 Business Administration or other related field; and two (2) years of relative analysis experience.

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, as well as pre-employment drug screening, as applicable for the position.

To be considered for this position:

[This position will end 12/31/2022](#)

Submit your resume [Apply Here](#)

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