

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 Assistant, Program Integration
DIVISION/OFFICE: Program Integration Division
BULLETIN No: 21112021
SALARY RANGE: \$23.0769-\$28.2051 (Commensurate with Experience)
OPENING DATE: November 23, 2021
CLOSING DATE: Open Until Filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Conduct program integration tasks assigned by the Chief Impact Officer and the Project Manager for Program Integration. Implement project tasks assigned by Project Manager, including conducting research; scheduling; coordinating team functions; drafting routine reports, implementing small projects, developing assigned work products, developing communication materials; and performing other assigned project tasks.

BRIEF DESCRIPTION:

Support program integration by analyzing customer/family data and following up with programs that have failed to deliver services that have been requested or documented as needed. Report service delivery tasks undertaken to cross-function teams to ensure shared knowledge about status of service delivery. Execute routine tasks that connect missing links in program implementation at UPO. Review cross-functional coordination processes and fill gaps identified by making the necessary connections. Update families and individuals served about next steps in their receipt of services from multiple UPO programs. Support the Project Manager by executing assigned project.

Vacancy Announcement
Program Assistant, Program Integration
Page Two

tasks. Perform assigned project close out and follow-up tasks. Coordinate with assigned project team members to implement project tasks.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social sciences, public administration, business administration or other related field; and three (3) years of relevant work experience. 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 written and verbal communication skills. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

PMP certification, and one (1) year of relevant 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