

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.”

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: Operations Specialist
OFFICE/DIVISION: Foster Grandparent Program
BULLETIN No: 1912022
HOURLY RATE RANGE: \$26.9230 to \$28.4108/25 hours per week
(Commensurate with experience)
OPENING DATE: January 26, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Oversee grant specific fiscal and administrative operations of the Foster Grandparent Program. Process bi-weekly volunteer timesheets from volunteer worksites; maintain program record keeping and data collection systems.

BRIEF DESCRIPTION:

Coordinates the collection and review of program volunteer bi-weekly timesheets from volunteer worksite. Responsible for monitoring and implementing annual form collection plan from volunteers to ensure all documentation is timely and accurately completed. Review program budgets and/or assist with the development of budgets that address funders request and Executive directives. Monitor program spending and develop requests for purchases and provide recommendations to the FGP Program Director. Maintain program record keeping and data collection systems which track volunteer hours, in-kind support documentation and direct program expenses accurately and, in sufficient detail, meet the requirements of the FFR and PPR, including PPR data supplement (PPVA) reports. Prepare letters, memoranda, e-mail and other correspondence as required.

OPERATIONS SPECIALIST OPPORTUNITY!

UPO’s Foster Grandparent Program trains low income seniors, with caring spirits, to provide attention, guidance, and support to DC children in a variety of local settings, including early education centers, elementary schools, hospitals, and youth programs.

The Foster Grandparent Program is seeking an energetic and experienced individual to join our dynamic team. 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 UPO customers. The candidate will need to have the right complement of knowledge, skills, and abilities to work

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MINIMUM QUALIFICATIONS:

High school diploma/GED. Excellent skills using Microsoft Office Suite. Excel spreadsheet functions, public speaking, classroom training, remote meeting platforms and time management and data management software usage. Previous experience in an administrative office setting, with responsibilities for scheduling, filing, processing telephone inquiries and program correspondence. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree in Business Administration, Accounting or related field. Grant management, Not-for-Profit Fiscal Management, Data Management; ability to communicate effectively in writing and orally; must be proficient in Excel, computer literacy including MS Office and data management systems; experience in working with senior populations.

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**

**To apply for this position, please submit your cover letter and resume to
upojobs@upo.org**