

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Program Assistant</b>
<b>OFFICE/DIVISION:</b>	<b>Community Impact Division</b>
<b>BULLETIN No:</b>	<b>242022</b>
<b>HOURLY RANGE:</b>	<b>\$20.5128- \$23.0769 per hour (Commensurate with Experience)</b>
<b>OPENING DATE:</b>	<b>April 7, 2022</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

### **MAJOR DUTIES:**

Provide support for the implementation of Community Impact Strategies initiated and led by personnel in UPO’s Community Impact Division (CID). Support initiatives that reduce the causes and conditions of poverty in UPO’s designated community impact zones (CIZ) through collaboration with community members, key stakeholders and organizations that operate within the impact zones. Support community organizing initiatives, citizen leadership development, issue identification, community driven solutions, program data collection and program report preparation, as well as the tracking of community-level change.

### **BRIEF DESCRIPTION:**

Create a monthly calendar for each community impact zones with recurring and special events. Share all special events, upcoming webinars and trainings with all UPO staff. Assist with pop-ups and special events in each community impact zone. Assist in setting up materials and other UPO substantial data during pop-ups and special events in each community impact zone. Connect with external companies and agencies to conduct classes to meet residents’ needs. Assist in contacting residents and registering them for various leadership academy, educational, parenting, financial literacy, and health and wellness classes as well as other classes, as needed. Maintain an up-to-date listing of each CIZ resident’s email address and cell phone numbers to send announcements of special events, scheduled classes, programs and services and updated in Empower. Maintain up to date listing of community partners’ contact information, services provided etc. Assist in the scanning of neighborhoods to establish healthy relationships with residents. Assist in the distribution of flyers for special events throughout each CIZ. Conduct weekly calls to CIZ residents to follow up on referrals by UPO programs/services to identify needs. Conduct assessments with residents to identify services needed. Collect each completed CIZ monthly report and documentation of indicators each month to ensure there is consistency and accountability with PMRs. Complete monthly PMR/narrative

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report by using completed reports from each CIZ staff monthly report. Maintain a record of all monthly donations for each CIZ.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED. Must have three (3) years of relevant administrative 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 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:**

Possess five (5) or more years 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.

**This position *IS* in the collective bargaining unit of the CWA Union.**

*This is a Special Trust position and is subject to mandatory random alcohol and drug testing.*

**To be considered for this position:  
Submit your cover letter and resume to the Career Center [Apply Here](#)**

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work.

**Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

## **ALL VISITORS TO UPO FACILITIES:**

- 1. Must Wear a Mask While on UPO Premises.**
- 2. Must Practice Social Distancing.**
- 3. Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**