

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, 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.” **Our 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 the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

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:	Executive Assistant-OEL Vice President
PROGRAM/DIVISION:	Office of Early Learning-EHS
BULLETIN No:	09082022
SALARY RANGE:	Commensurate with Experience
OPENING DATE:	August 11, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Executive Assistant to the VP, OEL is responsible for managing high level administrative support the Vice President of the Office of Early Learning.

Manage the day-to-day operational and administrative activities of the Vice-President by setting and monitoring schedules, organizing the incoming flow of work, prioritizing requests, maintaining a monitoring system, and following-up to ensure timely responses; preparing for meetings and arranging teleconferences often over different virtual platform. Organize meetings, including but not limited to, contacting participants, preparing documentation for distribution, and coordinating administrative and logistical arrangements. Following the meetings, draft minutes and circulate to participants. Prepare all aspects of VP’s travel, from travel approval to preparing expense reports, trip program, and first draft of the trip report, etc. Assist in the preparation of expense reports of other employees in the VP’s office.

UPO Vacancy Announcement
Executive Assistant-OEL Vice President
Page Two

Assist in developing the Senior Directors' budget by updating all budget files, assessing and making appropriate recommendations to the VP on expenditure levels and other related financial issues based on analysis of previous yearly trends and expenditures. Respond to the VP's electronic mail as requested by the VP (through manually forwarded messages, not through direct access to the mailbox). Contribute to managing information of the Office of Early Learning by serving as the SharePoint site administrator.

Assist with developing and updating OEL program service plans, policies and procedures. Assist the Senior Directors with overall program activities and performs other related duties in accordance with the VP's instructions, working cohesively with the Senior Directors and their program administrators. Oversee the coordination efforts of programmatic activities, reports, and correspondences of the Senior Director's program administrators. Oversee the onboarding and orientation support by providing orientation support for new employees, conduct welcome meetings. Coordinate with each Senior Director's program administrator to prepare and provide program summary reports to VP on a monthly, quarterly and annual basis.

MINIMUM QUALIFICATIONS:

- Associates degree and ten (10) years of progressive experience and responsibilities working in an administrative support capacity. Ability to work with management staff and handle delicate situations at management or executive level; Advanced level skills using Microsoft Office Suite, the internet, and other office applications as well as the ability to quickly learn and adapt to new software and technology in a networked environment. Must possess excellent interpersonal, organizational, writing and verbal presentation skills.

Administrative professional with extensive experience in office administration, preferably in a non-profit environment, having the knowledge of principles and methods of administrative management. Possess proven track record in all aspects of office management and general administrative functions. Ability to assess, develop and implement administrative functions to enhance efficiency and effectiveness of operations. Able to coordinate details, logistics and requirements for meetings, activities and major events. Able to multi-task efficiently, paying particular attention to detail. Ability to work effectively with all levels of staff and management utilizing good interpersonal skills. Must be able to: set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; and establish and maintain cooperative working relationships with those contacted during the course of the work day.

DESIRED QUALIFICATIONS:

Bachelor's degree and at least 5 years of experience working as an Executive Assistant at the executive level. Advanced experience can be substituted for degree. Event planning or event coordination experience. Bilingual/Spanish.

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.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for 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**

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

This position *IS NOT* in the collective bargaining unit of the CWA Union.

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.**

[Apply Here](#) Submit your resume/degree or transcripts to the Career Center