

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.”

**UPO is committed to** attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

**UPO Workforce Institute (WFI) 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 WFI customers. The final candidate will need to have the right complement of skills and personality.**

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>Division Coordinator</b>
<b>OFFICE/DIVISION:</b>	<b>Workforce Institute Training Division</b>
<b>BULLETIN No:</b>	<b>792022</b>
<b>SALARY RANGE:</b>	<b>\$48,000-\$52,000 annually (Commensurate with experience)</b>
<b>OPENING DATE:</b>	<b>9/13/2022</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

**MAJOR DUTIES:**

Work alongside UPO WFI leadership to coordinate effective administrative support and performance. Serve UPO WFI staff in providing administrative support. Responsible for overseeing the administrative and supportive services for the Division, as well as organization and meeting comprehensive program needs, and coordinating timelines and deliverables for Division programs.

**BRIEF DESCRIPTION:**

Coordinate activities and projects of clerical/administrative personnel and provide orientation and training on effective office practices and procedures. Assist Division with the development and facilitation of staff training in critical program and administrative topic areas. Work closely with Division Director to establish and maintain administrative procedures, methods and practices that are efficient and ensure relevant compliance. Preparing financial statements, reports, memos, invoices letters, and other documents for UPO WFI. Answering phones and routing calls to the correct person or taking messages. Researching and conducting data to prepare documents for review and presentation by directors, managers, and committees. Helping prepare for meetings and accurately

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**Division Coordinator**  
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recording minutes from meetings. Assist with proposal development, budget modifications, and grantor reports in collaboration with Division staff and other offices.

**MINIMUM QUALIFICATIONS:**

High school diploma or associates degree and three 3 years of experience in an administrative position. Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Good understanding of EmpowOR, updating data and possess highly charismatic and interpersonal skills. Excellent marketing and advertising abilities and knowledge of program catalog and office procedures.

Proven ability to work in a team environment and lead projects. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's degree and five 5 years of experience in an executive level administrative position. Proven excellent communication, problem solving, reception, and office equipment and information technology skills. Proven ability to work in a ream environment and lead projects.

**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 not covered under the collective bargaining agreement.**

**To apply for this position, please submit your cover letter and resume**

**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**

**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 be considered for this position:**

**Submit your cover letter and resume to the Career Center Online. [Apply Here](#)**