

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 to view all of our vacancies and to learn more about our company and services.

POSITION: Program Manager, Training
OFFICE/DIVISION: Workforce Institute Training Division
BULLETIN No: 1092022
SALARY RANGE: (Commensurate with experience)
OPENING DATE: September 13, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Manage UPO’s training program operations and establishes metrics used to evaluate classroom outcomes, instructors’ effectiveness, student enrollments and analyzes outcomes to determine ROI and recommend changes to programs.

BRIEF DESCRIPTION:

Work in collaboration with Division Director to develop performance standards and outcomes to address the training needs of UPO customers. Oversees skill assessments, student survey and collects input to identify training or development needs, goals, gaps, and training requirements. Coordinate with Instructors to design department specific learning modules, lesson plans and curriculum updates for CTE, Food Truck Operations, Financial Literacy, Construction Math, and Job Readiness to enhance skill levels for in-person and remote learning. Ensure 85% UPO WFI Training enrollments and 75% classroom retention of students. Engage with industry professionals to actively participate as advisory members in addressing training issues. Create a comprehensive case management model for all UPO WFI case managers in collaboration with Division Director and Program Manager, Placement. Represent UPO on all marketable customer training initiatives, employment service projects and special impact,

**Vacancy Announcement
Program Manager, Training
Page Two**

groups related to adult education and support with BCA recruitment. Responsible for grant tracking and reporting to various external funders.

MINIMUM QUALIFICATIONS:

Bachelor's degree in adult education, business administration, management, or a related field, with 5-8 years of experience managing or working in adult education and/or training programs with direct knowledge of the District's nonprofit community, especially adult education programs.

Ability to obtain educational training outcomes for underserved DC residents. Ability to work some evenings and weekend hours. Supervisory experience is necessary.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds. Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal

DESIRED QUALIFICATIONS:

Master's degree in education, with a specialization in adult education and at least 5 years of experience supervising adult education and/or training program staff.

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](#)