

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:	Data Specialist
OFFICE/DIVISION:	Workforce Institute Training Division
BULLETIN No:	1192022
SALARY RANGE:	\$28.2051-\$30.7692 hourly (Commensurate with experience)
OPENING DATE:	September 13, 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Responsible for devising and implementing efficient and secure procedures for data management and analysis with attention to all technical aspects. Oversee student stipend administrative process. support with program funding applications and EmpowOR statistical reports.

BRIEF DESCRIPTION:

Create and enforce policies for effective data management for UPO WFI Training and Placement Division. Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data for SNAP, placement, job readiness, retention, and other grant reports. Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects for UPO WFI stipends. Manage SNAP E&T grant verification, database updates and transportation distribution. Collaborating with case managers, job readiness and instructors to receive attendance, timesheets and other supporting documentation for voucher payments and reimbursements. Establish rules and procedures for data sharing within UPO WFI, external stakeholders etc. Support others in the daily use of data systems and ensure adherence to legal and company standards.

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Data Specialist
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MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, management or related with at least three years of successful with proven experience as data specialist and excellent understanding of data administration and management functions (collection, analysis, distribution etc.) Familiarity with modern database and information system technologies. 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. Highly charismatic with excellent interpersonal communication skills.

DESIRED QUALIFICATIONS:

Master's degree in business administration and human resources, with a specialization in marketing, business management, or other business-related field; with a proven track record in workforce development.

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.

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](#)