

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.

**POSITION:** Division Director  
**OFFICE/DIVISION:** Workforce Institute Training Division  
**BULLETIN No:** 1292022  
**SALARY RANGE:** (Commensurate with experience)  
**OPENING DATE:** September 14, 2022  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Manage programs and staff assigned to the UPO Workforce Institute Division ensuring that program and contract outcomes are met. Develop and implement programs that assist UPO WFI customers to secure in demand training, national certification, and employment.

**BRIEF DESCRIPTION:**

Oversee UPO WFI program performance, budget management, case management, job placement and training & certification attainment associated with assigned programs. Develop new UPO WFI programs in line with the strategic plan in order to enhance training in high-demand occupations. Analyze program performance and recommend enhancements to increase or augment training and placement outcomes. Lead the development of One Stop Student Services Center annual and strategic plans. Develop UPO WFI performance standards and service outcomes that address the case management and family support needs of UPO customers; collaborate with unit program managers for employment and retention through monthly unit meetings. Identify and prioritize assignments to ensure deadlines are met and review work for accuracy; monitor maintain performance measurement reports and grant reports.

**Vacancy Announcement**  
**Division Director**  
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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business, human resources, adult education, vocational educational, or a related field. Five years of experience working in an adult education, training program or one stop operations in a significant and responsible role. At least five years of experience administering and supervising adult education and/or training programs. Knowledge of the District's non-profit community, especially adult education programs. Possess effective organizational and professional communication skills, both written and verbal. Proven ability to work in a team environment and lead projects. Must be available to work some evenings and weekends. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds. Excellent working knowledge of MS Office (Word, Excel, Outlook, and PowerPoint) and able to learn and use an electronic time keeping program.

**DESIRED QUALIFICATIONS:**

Master's degree in business, human resources, adult education, vocational educational or a related field. Seven years of experience providing direct adult education training or workforce development services.

**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](#)**