

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, Job Placement
OFFICE/DIVISION: Workforce Institute Training Division
BULLETIN No: 1492022
SALARY RANGE: (Commensurate with experience)
OPENING DATE: September 14, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Manage UPO’s employment service programs by setting priorities for employment placement, job readiness, retention with an outline the methodology for workforce development for One Stop and Satellite locations.

BRIEF DESCRIPTION:

Work in collaboration with Division Director to develop performance standards and outcomes to address the employment needs of UPO customers. Engage industry professionals to actively participate as advisory members in addressing workforce development issues. Ensure 85% placement rate for UPO WFI Training graduates and monthly quota of 8-10 placements per job developer. Oversee employer partnership initiatives to generate job leads, partnerships, and employment resources for UPO. Oversee Petey Greene Community Services Center One Stop and Satellite One Stops. Represent UPO on all workforce development initiatives, employment service projects, and special impact groups related to job placement. Creates and implements strategies for promoting participation in the internship and job placement programs for students and employers through outreach, job fairs, individualized or group presentations, participation in workforce advisory meetings. Responsible for monthly reporting of UPO’s employment performance outcomes and staff performance.

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MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, sales, human resources, management or related field, with 5-8 years of experience in managing or working in direct service employment programs; proven track record in obtaining employment outcomes for underserved DC residents; ability to work some evenings and weekend hours. Supervisory experience is necessary.

DESIRED QUALIFICATIONS:

Master's degree in business administration 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 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](#)