

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>Recruitment Specialist</b>
<b>OFFICE/DIVISION:</b>	<b>Workforce Institute Training Division</b>
<b>BULLETIN No:</b>	<b>1592022</b>
<b>SALARY RANGE:</b>	<b>\$55,000-\$60,000(Commensurate with experience)</b>
<b>OPENING DATE:</b>	<b>September 14, 2022</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

**MAJOR DUTIES:**

Responsible for primary vocational trade recruitment and outreach, fielding questions and responding to inquiries from prospective students through varied communication channels e.g., telephone, email, Zoom, social media and through a range of recruitment activities for the purpose of increasing applications and enrollments.

**BRIEF DESCRIPTION:**

Designing and implementing recruitment strategies for UPO WFI such as events and social media campaigns. Increase student applications for targeted enrollment growth utilizing innovative market outreach and sales strategies. Maintain 85% class enrollment status for all UPO WFI vocational trades. Researching hiring trends and compiling recruitment reports and presentations. Sourcing talented candidates through a variety of means including events, advertising, and databases. Maintaining quarterly relationships with universities, public/charter schools, government agencies and summer youth employment program, and recruitment networks. Managing all administrative tasks such as updating recruitment databases, hiring profiles, and applicant documentation.

**Vacancy Announcement  
Recruitment Specialist  
Page Two**

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in business administration, sales, human resources, management, or related with at least three years of successful professional recruitment, admissions, and sales or related experience with post-secondary institutions. Good understanding of updating data and database systems such as EmpowOR. Excellent marketing and advertising abilities along with excellent interpersonal and communication skills. Good decision-making skills, networking abilities and sound knowledge of recruitment practices and keeping up to date with trends.

**DESIRED QUALIFICATIONS:**

Master's degree in business administration and or 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](#)**