

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.”

**The Office of Chief Impact Officer is seeking an Administrative professional with extensive experience in office administration, preferably in a non-profit environment, having the knowledge of principles and methods of administrative management. Possess proven track record in all aspects of office management and general administrative functions. Ability to assess, develop and implement administrative functions to enhance efficiency and effectiveness of operations. Able to coordinate details, logistics and requirements for meetings, activities and major events. Able to multi-task efficiently, paying particular attention to detail. Ability to work effectively with all levels of staff and management utilizing good interpersonal skills. Must be able to set priorities and organize work to meet strict deadlines; coordinate a variety of projects simultaneously; work independently and as a team member; and, establish and maintain cooperative working relationships with those contacted during the course of the work day.**

**Ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. Proven success in improving work processes and leading change in a complex, fast environment. Excellent critical thinking skills and the ability to effectively solve problems.**

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:** Executive Assistant  
**DIVISION/OFFICE:** Office of Chief Impact Officer  
**BULLETIN No:** 19092020  
**SALARY RANGE:** \$57,500 - \$60,000 per year (commensurate with experience)  
**OPENING DATE:** September 19, 2022  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**JOB SUMMARY:**

Provide analytical, editing/proofing, organizational, and administrative support to various executive/senior level managers. Compose, edit, and proof correspondence and other documents. Coordinate details, logistics and requirements for meetings, activities and major events. Transcribe meeting minutes, document and distribute action items, and provide status updates after conducting follow-up.

**BRIEF DESCRIPTION:**

Represent the Chief Impact Officer by welcoming visitors, reviewing correspondence; arranging company meetings and other corporate functions; answering questions and meeting requests directed to the Chief Impact Officer. Manage the flow of communication between the Chief Impact Officer, organization staff, board members, and stakeholders. Coordinate the general flow of documents through the office, reviewing for quality, accuracy, and thoroughness. Help key executives make consistent decisions by advising them and by serving as liaison between them and the president. Arrange corporate travel and meetings by developing itineraries and agendas; booking other transportation; arranging lodging and meeting accommodations. Complete projects and special assignments

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by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans. Manage databases, as required, for tracking fundraising efforts. Support UPO's Central Customer Data Tracking System by completing special data entry projects. Work closely and effectively with the Chief Impact Officer to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Drafting acknowledgement letters, personal correspondence and other tasks that facilitate the Chief Impact Officer's ability to effectively lead. Plan, coordinate, and ensure the Chief Impact Officer's schedule is followed and respected. Follow up on inquiries from Board members, donors, foundation staff, and others, on matters related to CIO's, CEO's, or COO's programmatic initiative. Receive request from organization staff, stakeholders and the public; seek resolutions and advise the Chief Impact Officer, as needed. Maintain and update effective filing and communication system for the office.

**MINIMUM QUALIFICATIONS:**

Associates degree and ten (10) years of progressive experience and responsibilities working in an administrative support capacity. Ability to work with management staff and handle delicate situations at management or executive level. Advanced level skills using Microsoft Office Suite, the internet, and other office applications as well as the ability to quickly learn and adapt to new software and technology in a networked environment. Must possess excellent interpersonal, organizational, writing and verbal presentation skills.

**DESIRED QUALIFICATIONS:**

Bachelor's degree and at least 5 years of experience working as an Executive Assistant at the executive level. Advanced experience can be substituted for degree. Event planning or event coordination experience, and familiarity with Raiser's Edge.

**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, as well as pre-employment drug screening, as applicable for the position.

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except 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:**

- 1. Must Wear a Mask While on UPO Premises.**
- 2. Must Practice Social Distancing.**
- 3. 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](#)**