

### About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, 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.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### About the Office of Early Learning (OEL)

#### OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

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>Senior Program Assistant (3)</b>
<b>PROGRAM/DIVISION:</b>	OEL (EHS)
<b>BULLETIN No:</b>	04102022
<b>SALARY RANGE:</b>	(Commensurate with Experience)
<b>OPENING DATE:</b>	<b>October 13, 2022</b>
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

### MAJOR DUTIES:

The Senior Program Assistant is responsible for assisting and coordinating administrative program support to assigned Senior Program Directors (SPD) of the Office of Early Learning. Serve as the liaison between the SPD and Center Directors or other roles in the organization, as needed.

Assist SPD with preparing a Program Calendar – quarterly and annually, as well as supporting staff with follow-up for deadlines. Support SPD and executive assistant with fiscal budgets, invoices, procurement, etc.

Assist SPD with planning, implementing, and monitoring goals and objectives to fulfill the mission of the program.

Support site managers with staff disciplinary issues and follow up in accordance with UPO handbook. Help establish and track site director’s center monthly budgets vs. actuals for monthly reporting purposes.

Assist SPD with scheduling Service Integration Meetings quarterly, coordinating with the site directors and center staff.

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Assist with developing and updating OEL program service plans, policies, and procedures. Assist the Senior Program Directors with overall program activities and perform other related duties in accordance with the VP's instructions, working cohesively with the Senior Directors and their program administrators.

Assist SPD with the coordination efforts of programmatic activities, reports, and correspondences of the Senior Director's Assistant Program Assistants.

Coordinate with SPD and site directors to prepare and provide program summary reports to Executive Assistant on a monthly, quarterly, and annual basis.

**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 the management or executive level. Possess 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.

Must be 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 workday.

**DESIRED QUALIFICATIONS:**

Bachelor's degree and at least 5 years of experience working as program assistant or manager. Advanced experience can be substituted for degree. Bilingual/Spanish.

**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.

**This is a Special Trust position subject to mandatory random drug and alcohol testing.**

**This position *IS* in the collective bargaining unit of the CWA Union.**

**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.**

**Submit your resume, copy of degree/or transcripts to the [Career Center](#)**