

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.”

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: Division Coordinator
DIVISION/OFFICE: Youth Services Division
BULLETIN No: 07102022
SALARY RANGE: \$50.000-\$60.000(Commensurate with Experience)
OPENING DATE: October 26, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Assist the Youth Services Director in materializing the division’s strategic vision and support the development, implementation, and execution of service programs that result in achieving stated academic and enrichment outcomes for youth and families.

BRIEF DESCRIPTION:

Assist the Youth Services Director with the execution of strategic initiatives that expand the division’s capacity of services and impact to DC youth. Provide confidential administrative support to YSD Director, coordinate all aspects of activities and projects of clerical/administrative, personnel and provide orientation and training on effective office practices and procedures. Review, revise, and recommend office skills training to enhance performance and productivity of program staff. Support division with the development and facilitation of staff training in critical program and administrative topic areas. Independently coordinate staffing events including monthly meetings, preparing, and maintaining meeting minutes. Assist in the special initiatives that require YSD’s input and involvement. Conduct routine site visits to promote and ensure on-site program administrative efficacy. Assist with proposal development, budget modifications, grantor reports in collaboration with Division staff and other offices, including Finance, General Counsel, Human Resources, Executive Office, etc. Work closely with the YSD Director in establishing and maintaining administrative procedures, methods and practices that are efficient and ensure relevant compliance. Responsible for ensuring orientation to division and program for new hires. Maintain the calendar of the YSD Director, prepare and revise routine correspondence and coordinate meetings and related events for division staff.

MINIMUM QUALIFICATIONS:

Associates degree in business or a related field with progressively responsible administrative experience. Experience in non-profit program administration. Understanding of best office practices, monitoring, and data management systems evaluation. Excellent written and oral communication skills.

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Working knowledge of MS Office (Word, Excel, Outlook, and Power Point). Experience using computers for a variety of tasks.

DESIRED QUALIFICATIONS:

Bachelor's degree and 5 years of experience an administrative role. Self-accountable, innovative, and results oriented thinker with the ability to support Division Director and other division staff. Advanced working knowledge of MS Office (Word, Excel, Outlook, and Power Point).

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 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**

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

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](#)