

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 Youth Services Division is seeking an energetic and experienced individual to join our dynamic team; someone who is self-accountable, innovative, and a results-oriented thinker with the ability to support and empower others. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and someone who is 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 external and internal customers. The final candidate will need to have the right complement of skills, personality, and professionalism. UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and service in our communities.

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 Coordinator (P.O.W.E.R.)
OFFICE/DIVISION: Youth Services Division
BULLETIN No: 01112022
SALARY RANGE: (Commensurate with experience)
OPENING DATE: 11/2/2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

The Program Coordinator will provide direct oversight and management of the P.O.W.E.R. program. Effectively collaborate with team members to develop and implement activities, programs, and services for youth and families in accordance with stated outcomes and objectives. Individual will also be responsible for developing operating procedures for fluid service delivery, to include strategy and action plans to ensure that program goals are achieved.

BRIEF DESCRIPTION:

Evaluate and synthesize program data to determine and deliver recommendations to Program Manager to enhance program outcomes. Review, implement, and adhere to grant requirements, policy, and procedure into daily programming. Maintain confidential program documentation in an organized fashion for preparation of auditing and other contractual deliverables. Oversee logistics and implementation for all services, including academic and enrichment activities pertaining to Science Technology Engineering Math (STEM), Socio-Emotional Learning (SEL), career exploration, college readiness, retention and completion, and service learning. Develop and adhere to policies and procedures to ensure internal and external program goals are met in areas including but not limited to: 1) academic achievement; 2) school attendance; 3) program attendance; 4) socio-emotional development; 5) family engagement; 6) college and career readiness; 7) community engagement; 8) and participant satisfaction. Coordinate day-to-day programming with a team and effectively work with all members to

implement streamlined program for youth. Contribute to the submission of monthly, quarterly, bi-annual, and annual reports as required. Attend local, regional or national conferences and trainings to increase skillset and knowledge of trends in youth development

MINIMUM QUALIFICATIONS:

Associate Degree in teacher education, human services, sociology, psychology, or a related youth development field and at least (5) years of experience managing out-of-school time programs with large groups of middle and high school-aged youth, in addition to college-aged youth; demonstrated commitment to youth advocacy and enthusiasm for youth education, development, and enrichment programs; demonstrated knowledge and understanding of youth development principles; be able to research identify and implement best practice program models; must be able to synthesize program data and make informed decisions pertinent to enhancements, as necessary; and possess strong administrative skills, strong interpersonal skills and the ability to communicate effectively, orally and in writing, are required.

Must possess a current D Class driver's license and have a clean driving record with no more than two points. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic cultural backgrounds. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's Degree in teacher education, human services, sociology, psychology, or a related youth development field and at least (3) years of experience managing out-of-school time programs with large groups of middle and high school-aged youth, in addition to college-aged youth; demonstrated commitment to youth advocacy and enthusiasm for youth education, development, and enrichment programs; demonstrated leadership and proven strong administrative skills.

OTHER REQUIREMENTS:

Become familiar with UPO's mission and strategic plan goals and strategies. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations. Responsible for ensuring orientation to division and program for new hires. Other duties as assigned.

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 NOT* 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: [Apply here](#)

Submit your cover letter and resume to the Career Center Online.

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622
E-Mail: upojobs@upo.org • www.upo.org

UPO is an Equal Opportunity Employer