

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: Community Outreach Coordinator
DIVISION/OFFICE: Advocacy & Volunteer Services Division
BULLETIN No: 09102022
SALARY RANGE: \$55,000-\$60,000 annually (Commensurate with experience)
OPENING DATE: October 27, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

BRIEF DESCRIPTION:

Responsible for outreach, data collection, community outreach, organizing and canvassing for UPO Place Based strategy initiatives. This includes developing relationships and community revitalization strategies by collaborating with residents, community leaders, staff and community supporters to develop strategies to achieve community controlled development, housing policy and income/economic equity outcomes, along with other issues that impact low-income residents.

MINIMUM QUALIFICATIONS:

Two years of college with a minimum of 2 years of experience in community organizing, outreach, or community engagement. Proficient in MS Office (Word, Excel, Outlook and Power Point). Excellent, written, verbal, and interpersonal; Knowledge of Washington, DC issues and organizations. Creative, strong research skills. ; Reliable transportation for field work. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Bachelor’s degree in social sciences, public administration, urban/community development, sociology, or three to five years demonstrated direct organizing/base building experience. Strong computer, research and internet skills; Ability to build unity and motivate others to action. Excellent, written, verbal, and interpersonal; Knowledge of Washington, DC issues and organizations. Knowledge of national employment equity and housing policy issues and organizations; Strong research skills.

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](#)