

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION:** College and Career Readiness Coordinator  
**DIVISION/OFFICE:** Youth Services Division (YSD)  
**BULLETIN No:** 05012023  
**SALARY RANGE:** (Commensurate with Experience)  
**OPENING DATE:** January 10, 2023  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**BRIEF DESCRIPTION:**

Responsible for developing and administering aligned college and career readiness programs for YSD participants in grades K-12, providing community based virtual and in-person college support services for middle and high school aged youth and families, and managing the division’s Beavers Scholarship program.

**JOB SUMMARY:**

Collaborate with the YSD Director and other division staff to develop and implement a comprehensive and progressive K-12 aligned college and career readiness curriculum for YSD program participants. Facilitate community-based outreach and engagement activities to aid students and families on topics such as completing DCPS graduation requirements, college degree programs and admission requirements, financial aid and scholarship opportunities, and apprenticeship and vocational programs that lead to industry certifications. Collaborate with community-based organizations such as Reach 4 Success, and educational support agencies such as the DC Office of the State Superintendent of Education (OSSE), to complement, supplement, and enhance YSD college and career education services. Arrange for guest speakers from the local business community, colleges, and military services to present information to students regarding specific careers. Plan and conduct orientation programs and group conferences to promote the adjustment of students to new life experiences, such as starting college. Coordinate local and at least one annual regional college visits for YSD program participants. Manage the Joseph A. Beavers Scholarship Program to include serving on the MLK Breakfast Committee, coordinate the application and selection processes, manage recipients’ requests, expenditures, and account balances, and ensure adherence to scholarship guidelines. Support the YSD Director in establishing the Beavers Alumni Committee, designed to strengthen relationships between active scholarship recipients, scholarship alumni, and UPO to encourage ways to support younger scholarship recipients as they matriculate through college and beyond.

**MINIMUM QUALIFICATIONS:**

Associate Degree in education, counseling, sociology, or a related youth development field and at least (3) years of demonstrated experience in college and career readiness services or student advising; experience working in a high school preferred. Detailed understanding of current college and career placement programs. Experience implementing college and career readiness services to school aged youth. Demonstrated commitment to youth advocacy and enthusiasm for youth education, development, and enrichment programs. Ability to research identify and implement best practice college and career curricula. Must be able to synthesize program data and make informed decisions pertinent to enhancements.

Strong interpersonal skills and the ability to communicate effectively, orally and in writing, are required. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Bachelor's Degree in education, counseling, sociology, or a related youth development field and at least (5) years of proven experience in developing/organizing college workshops; knowledge of college entrance requirements; extensive knowledge of guidelines for DC TAG program, Department of Education TRIO programs, and DCPS College and Career programs.

**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.

**ESSENTIAL POSITION:**       YES               NO

**POSITION ELIGIBLE  
FOR TELEWORK:**

YES               NO

UPO designates an employee as essential if s/he is required to work during a business closure (e.g., federal/District holidays, snow closures, pandemic) in order to meet operational requirements. Essential employees who are **customer-facing (e.g., nurses, transportation, facilities) who deliver essential services** are not eligible for Teleworking/Remote Work.

**Special notice to all applicants:**

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: [\*\*APPLY HERE\*\*](#)

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