

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: Operations Specialist
OFFICE/DIVISION: Foster Grandparent Program
BULLETIN No: 1032023
HOURLY RATE RANGE: \$26.9231- \$28.0769 per hour
(Commensurate with experience)
25 hours per week
OPENING DATE: March 3, 2023

BRIEF DESCRIPTION:

Oversee grant specific fiscal and administrative operations of the Foster Grandparent Program. Process bi-weekly volunteer timesheets from volunteer worksites; maintain program record keeping and data collection systems.

MAJOR DUTIES:

Coordinates the collection and review of program volunteer bi-weekly timesheets from volunteer worksite. Ensure accuracy of stipend payments in accordance with grant fiscal guidelines and eligibilities. Interfaces with Foster Grandparents and Site Managers regarding stipend payments. Responsible for monitoring and implementing annual form collection plan from volunteers to ensure all documentation is timely and accurately completed. Submit detailed reports to the FGP Program Director and program staff for needed action. Review program budgets and/or assist with the development of budgets that address funders request and Executive directives. Monitor program spending and develop requests for purchases and provide recommendations to the FGP Program Director. Enter and update all volunteer related data into the Voltrax software program. Maintain program record keeping and data collection systems which track volunteer hours, in-kind support documentation and direct program expenses to accurately and, in sufficient detail, meet the requirements of the FFR and PPR, including PPR data supplement (PPVA) reports. Prepare letters, memoranda, e-mail and other correspondence as required. Maintain office supply inventory and coordinate with procurement to meet given supply needs.

OPERATIONS SPECIALIST OPPORTUNITY!

UPO’s Foster Grandparent Program trains low income seniors, with caring spirits, to provide attention, guidance, and support to DC children in a variety of local settings, including early education centers, elementary schools, hospitals, and youth programs.

The Foster Grandparent Program is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and 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 internal and external UPO customers. The candidate will need to have the right complement of knowledge, skills, and abilities to work

MINIMUM QUALIFICATIONS:

Associate Degree. Excellent skills using Microsoft Office Suite. Excel spreadsheet functions, public speaking, classroom training, and time management and data management software usage. Previous experience in an administrative office setting, with responsibilities for scheduling, filing, processing telephone inquiries and program correspondence. Five years’ experience in working with senior populations. Possess effective organizational and professional communication skills, both written and verbal. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree in Business Administration, Accounting, or related field. Grant management, Not-for-Profit Fiscal Management, Data Management; ability to communicate effectively in writing and orally; must be proficient in Excel, computer literacy including MS Office and data management systems; Ten years’ experience in working with senior populations.

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, and pre-employment drug screening as applicable for the position.

POSITION ELIGIBLE FOR TELEWORK:

YES NO

ESSENTIAL POSITION:

YES NO

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.

UPO IS AN EQUAL OPPORTUNITY EMPLOYER