# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## MYEEP SUMMER ASSISTANT POSITION DESCRIPTION AND JOB ANNOUNCEMENT
## (FULL-TIME TEMPORARY POSITION)

Horizons Unlimited of San Francisco, Inc., established in 1965, is a community-based organization located in the Mission District and offers substance abuse prevention, treatment, employment, mental health, and gender-specific services for Latino and other youth of color, ages 12 to 25 and their families, residing in the Mission District and the city and county of San Francisco.

**Position Title:** MYEEP Summer Assistant
**Reports To**: Program Director, Prevention and Employment

**Program Summary:** The MYEEP Program is a youth workforce development program that provides work readiness presentations and workshops, paid job placement at a variety of worksites. The position is expected to start in June 2020 and last through early August. Actual dates may vary, depending on programmatic needs and funding.

MYEEP staff provides support for the youth as well as their worksites to create a situation where the participant can learn valuable skills, gain work experience while earning some income, and start thinking about career options for the future.

**Position Description**: The Program Assistant, with guidance from the MYEEP Coordinator and Program Director, leads a series of workshops, communicates with worksites, works with participant's families, and provides individual support for the duration of the program. This is a full-time position that would require being available between the hours of 9:30 AM and 6:30 PM.

**Duties and Responsibilities:**

- Work closely with the Program Coordinator to implement the Summer MYEEP program including orientation, enrollment, Work Documentation Day, and supervision of any onsite/remote youth.
- Supervise, train, and provide meaningful projects, tasks, and assignments for youth Counselors-In-Training.
- (Co)-Facilitate pre-employment training and workshops related to job readiness, career exploration, and other relevant topics; including support with planning, prep, set up virtual training sessions for training/workshops.
- Provide direct administrative support for program implementation.
- Provide organized activities during on-site hours at Horizons between 10 a.m. – 2 p.m. or 2:30-6:30 p.m.
- Conduct worksite visits to support youth and worksite supervisor experience at the worksite.
- Maintain strong communication with staff, parents, youth, and representatives of assigned

worksites.

- Familiarize yourself and provide direct input/data entry to program systems such as ADP and Salesforce.
- Basic understanding of Zoom video communication, Google Classroom, and Google Suite
- Maintain accurate files for all youth.
- Assist participants in problem-solving and goal setting.
- Other duties assigned by the Program Director, Prevention and Employment and/or Program Coordinator.

**Minimum Qualifications:**

- High School diploma or equivalent (GED).
- Experience working with diverse, urban populations within a youth development field.
- Demonstrated ability to effectively facilitate youth groups
- Applicants should be able to provide proof of educational level if requested
- Access to reliable internet
- Must be able to pass a Department of Justice background check and clear a TB test before the first day of employment.
- If in recovery, it must be clean and sober for a minimum of 2 years.

**Compensation and Benefits**

As a temporary employee, this position will be employed for specific, and possibly recurring, assignments with a set weekly schedule up to 40 hours per week during business hours and occasionally mornings, evenings, and weekends as programmatic needs arise (i.e events, etc). This position is eligible for benefits mandated by applicable law (e.g., paid sick leave). The hourly wage is $19.67 per hour.

**Date Posted:**
June 16, 2020

**Application Deadline:**
**Open until filled.**

**Application Process**

Submit cover letter and resume to Vilma Herrera, Program Assistant by email at vherrera@horizons-sf.org or by mail to 440 Potrero Avenue, San Francisco, CA 94110.

**Horizons Unlimited of San Francisco, Inc. is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. Women and People Of Color Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.**