



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

SENIOR PROGRAM ASSISTANT, UP TO FULL-TIME JOB DESCRIPTION

Horizons Unlimited of San Francisco, Inc., established in 1965, is a community-based organization located in the Mission District, and offers substance abuse prevention and treatment, mental health, employment, and gender specific services, for Latino and other youth of color, ages 12 to 26, and their families, residing in the Mission District and the city and county of San Francisco.

Position Title: Senior Program Assistant
Reports To: Finance and HR Generalist

Position Description: The Program Assistant serves as the first point of contact for those entering or calling in to our facility, providing key information about programs, routing calls to appropriate staff and responding to inquiries. As an integral part of the Agency, the Program Assistant provides confidential and programmatic support for all Agency programs as well as the Finance/Accounting Department, under the direct supervision of the Finance and HR Generalist. The duties and responsibilities help ensure that Agency program operations run smoothly and are handled thoroughly, timely and with attention to detail. Dependability, discretion and follow through are key attributes of this position, with ideal candidates able to juggle multiple and competing deadlines and create systems and calendars to ensure that recurring deadlines are met and projects/tasks completed. Candidates must be self-starters/fast learners, work well independently, and enjoy taking on projects and having ownership of work products.

PRIMARY DUTIES AND RESPONSIBILITIES

Administrative:

- Provide confidential support for the Agency.
- Provide support for All Staff meetings including taking meeting notes, ordering food, set up and clean up.
- Responsible for collecting timesheets on a timely basis and verifying accurate timekeeping, necessary signatures and supporting documents.
- Track time and attendance, and other leave.
- Picks up, screens and distributes incoming mail and coordinates outgoing mail.
- Responsible for ordering program, agency and office supplies.
- Coordinate special projects and conduct research, as requested.
- Assemble charts and other files.
- Ensure all agency forms are available.
- Follow up with staff regarding needed paperwork.
- Answer phones and direct calls to appropriate program staff.
- Greet and direct clients coming to programs.
- Run office errands, drop off and pick up items as needed.
- Other duties as assigned.



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Finance and Accounting

- Support the Finance Manager in conducting the daily operational finance and accounting duties and responsibilities that include:
 - Daily programmatic credit card monitoring and tracking.
 - Prepare check requests for programmatic and services to be provided.
 - Collect, copy, track, and submit all original receipts for transactions.
 - Responsible for petty cash spreadsheet and distribution.
 - Responsible for check deposits and bank drop offs.
 - Maintain all accounting/finance files and archives.
 - Assist the Finance Manager in preparing for and attending agency wide audit, independent audits, etc.
 - On an on-going basis, maintain inventory of all programmatic related equipment.
 - Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- 1 year experience working in an office setting or providing administrative support.
- Detail-oriented, thorough, organized, professional, self-starter.
- Able to work with minimal oversight in a fast-paced, multi-faceted environment.
- Able to maintain confidential information, and accurate and complete records.
- Ability to meet and juggle multiple, competing deadlines.
- Excellent verbal and written communication.
- Strong computer skills with proficiency in Microsoft Office Suite, Google software.
- Punctual, timely, and brings a can-do attitude.
- Commitment to Horizons' mission and a passion for youth development.
- Bilingual (Spanish/English) preferred.
- Must be able to clear a TB test before the first day of employment.
- If in recovery, must be clean and sober for a minimum of 2 continuous years.

Status and Compensation:

This is an up to full-time, permanent position, after successful completion of a 6-month probation period. Eligible for benefits (medical, dental, vision plan, accidental life and AD&D insurance) on the 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities. Starting hourly wage \$20.67.

Application Deadline:

Open Until Filled

Application Process

Submit cover letter and resume, via email, to: Phyllis Lozano at plozano@horizons-sf.org.



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

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.