



**HORIZONS UNLIMITED OF SAN FRANCISCO, INC.**

## **POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

### **Senior Program Coordinator, Full Time Females Against Violence (FAV) Union Position**

Horizons Unlimited of San Francisco, Inc. (Horizons), 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, to Latino youth 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:** FAV Senior Program Coordinator

**Reports To:** Program Director, Treatment and Gender-Specific Programs

#### **Program Summary:**

The Females Against Violence (FAV) Program is peer leadership program aimed at empowering at-risk self-identifying girls and young women of color, ages 14 to 24 to create change within themselves and in their community. The program is offered via 2, 6-month cohorts for FAV youth participants, and 1 year long cohort for TAY peer leaders. Program components include curriculum development/delivery, leadership training and development, and youth-led organizing. FAV uses the evidenced based Xinatchli curriculum rooted in indigenous principles of a young woman's interconnections to family, community, nation and provides a process of Reflection, Critical Consciousness, Creation, and Action. Project-based, peer-led, experiential learning (trainings, activities, outings, workshops, speakers) focused on gendered violence, bias, norms, and systems of power and oppression connects the teachings from Xinatchli to modern day issues that self-identified young women face. The leadership component, led by TAY youth and coordinated by the FAV Program Coordinator, combines teachings from Xinachtli and youth-led organizing principles that use community-based strategies to develop leadership capacity and personal responsibility as integral to the community. Connection to supportive wrap-around services (substance use counseling, therapy, peer support/resource connection, family involvement) offered through Horizons, allow for participants to receive services in an integrated approach, leveraging healthy youth-adult relationships and access to resources that together optimize a youth's success.

#### **Duties and Responsibilities:**

- Responsible for the overall coordination of 2, 6-month cycles of the FAV Program and implementation of its components, including but not limited to:
  - Conducting effective outreach and recruitment strategies and hosting program orientations that target low-income, system-impacted self-identified women/girls

- Facilitating and developing program curriculum and workshop materials including Xinatchli and other relevant curriculum/material/components that are in alignment with the program vision and scope
- Implementing weekly cultural and exploratory activities and outings
- Integrating leadership training and development, including the facilitation of youth-led production of materials, brochures or flyers
- Fostering and building meaningful relationships as a caring adult and mentor
- Cultivate ongoing working relationships with appropriate community and government organizations, e.g., SFUSD Wellness Center Coordinators and Community Health Outreach Workers, etc. to recruit participants.
- Network and participate in external community committees to promote, represent, and develop partnerships, collaborations, linkages, etc., to support FAV.
- Support and collaborate with the FAV TAY Program Coordinator in the development of strategies, activities, evaluation measures, curriculum and the use of youth-centered design throughout the program including but not limited to peer education, community engagement and youth-organizing principles.
- Provide linkages and referrals to case management, treatment, workforce and prevention programs and community-based resources that support participants' basic needs, address stabilization and practice a collaborative care approach to connect participants to supportive services.
- Maintain regular, updated and accurate data collection, records for reports, data and budgets, including timely submission into the CMS system, and submission of DOSW quarterly reports.
- Attend contract, department and Agency required training as needed and required, to ensure knowledge and implementation of quality program delivery for youth and fidelity with funding source requirements.
- Attend Agency, funding source, and stakeholder meetings, quarterly All Grantee meetings, and other related meetings that support programmatic integration into the agency and community,
- Other duties as requested by the Program Director, Treatment and Gender-Specific Programs.

Minimum Qualifications:

- Undergraduate degree in Psychology, Women/Gender or ethnic or critical race studies and/or closely related field plus 2 years of work experience in the field.  
**Note:** 1 additional year of work experience may be considered for substitution for 1 year of undergraduate work.
- Experience working with self-identified women ages 12-24 with risk of system involvement.
- Able to work after hours and on weekends to provide program support when necessary.
- Resourceful and knowledgeable about the community in which youth participants live, current trends affecting this population, and related resources and other services.
- Knowledgeable and experienced in exercising youth development and empowerment principles, best practices in harm reduction and serving at-risk youth.
- Knowledge regarding gender-based violence and resilience practices/efforts.
- Strong written and verbal communication and strong organizational skills, commitment to meeting deadlines, and collaborative work ethic.
- Experience with social media, design or development, community outreach, public speaking.

- Fidelity/experience in maintaining confidential, accurate, and complete records/documentation.
- Bilingual (Spanish) required.
- Must complete a Department of Justice background check and TB test, and provide clearance before the start date.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.
- If in recovery, must be clean and sober for a minimum of 2 years.

### **Compensation and Benefits**

This is a 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 1<sup>st</sup> day of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, generous holidays and professional development. The starting hourly wage for this position is \$22.31.

**Date Posted:** July 9, 2021

**Application Deadline:** Open Until Filled

**Application Process:** Submit cover letter and resume to: Solymar Solá- Negrón, Program Director, Treatment and Gender Specific Programs, via email at [ssnegron@horizons-sf.org](mailto:ssnegron@horizons-sf.org).

**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.**