



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

## **POSITION DESCRIPTION AND JOB ANNOUNCEMENT**

### **Program Coordinator, Part-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, for Latino and all 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:** 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.

**Position Summary:** This position is responsible for coordinating and implementing the TAY Leadership Component (TLC) of the Females Against Violence Program, which includes training on youth organizing principles, campaign development and execution, while providing overall program support to enhance integration of FAV participants and the larger peer community into the annual campaigns.

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

- Design, develop and implement the TAY Leadership Component (TLC) for the Females Against Violence Program 2 days per week between regular program hours (4-6pm) and/or at a time mutually agreeable for TAY youth (generally afternoon hours anytime between 2-6pm).
  - Attend and participate in Females Against Violence programming
  - In collaboration with the Senior Program Coordinator, conduct outreach to recruit youth for participation in the full program, while also targeting and recruiting a cohort of TAY youth specifically for the leadership component.
  - Develop and implement program curricula and training materials for the TLC.
  - Facilitate trainings, workshops and organize outings and presentations for the TLC.
  - Utilize youth-organizing principles to train youth on youth organizing/action planning, design and implementation of a peer-education strategies in service of a youth-led campaign.
  - Support youth-led production of program materials, brochures, and flyers.
  - Communicate regularly with TAY clients regarding program participation, needs, concerns, etc.
- Assist the Senior Program Coordinator with cultivating ongoing working relationships with appropriate community and government organizations, e.g., SFUSD Wellness Center Coordinators and Community Health Outreach Workers, etc. to recruit and enroll a full caseload of youth and waitlist in case youth cannot continue.
- Participate in Agency-specific and community-based trainings regarding youth advocacy/wellness and bi-weekly supervision with Program Director.
- Provide input for monthly reports detailing progress, success, challenges, barriers, etc.
- Collect and input accurate TAY client attendance and service data into the CMS system/database.
- Perform other related duties as assigned by the Program Director.
- and/or comparable experience to meet this requirement (2+ years).

**Minimum Qualifications:**

- Undergraduate degree in Psychology, Women's or Ethnic Studies and/or a 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/ English)- *preferred*
- 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 part-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 \$21.50.

**Date Posted:** July 9, 2021

**Application Deadline:** Open Until Filled

**Application Process:** Submit cover letter and resume to Solymar Solá Negrón, Program Director by 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.**