



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

MAYOR'S YOUTH EMPLOYMENT AND EDUCATION PROGRAM (MYEEP) SENIOR PROGRAM COORDINATOR, FULL TIME (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 use 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: MYEEP Senior Program Coordinator
Reports To: Program Director, Employment and Prevention Programs

Program Summary: MYEEP is a youth development program that provides subsidized employment experience and learning activities to over 1500 low income, high school aged youth each year and through a collaboration of eight community-based organizations overseen by the Japanese Community Youth Council as the lead agency. The collaborative ensures citywide inclusion in the program and access to numerous services with subsidized employment occurring at various non-profit and public sector organizations throughout San Francisco.

Under the supervision of the Program Director, Employment and Prevention Programs, the MYEEP Senior Program Coordinator will run a youth workforce development program for 9th and 10th grade youth (School Year Cycle) and youth ages 14 to 17 (Summer Cycle), who reside or attend school in the Mission and Potrero Hill Districts. The MYEEP program hosts a three-month training period (Fall/Winter) designed to help youth build competencies and skills to be successful in the workplace. After successful completion of Fall/Winter training, youth are placed at certified worksites for 10 hours per week during the Spring (Jan-April), and 20 hours per week during the summer to gain valuable work experience and hands-on training, and receive minimum wage. In addition, the MYEEP Senior Program Coordinator will be responsible for the training, supervision, and skill development of a group of 3 CITs (Coordinators-in-Training).

Note: As essential workers, staff has returned to a staggered onsite presence and will be offering both virtual and in-person programming/services beginning with this Summer cycle.

Duties and Responsibilities:

- Provide overall coordination of the MYEEP program for approximately 32 youth (school year) and 80+ youth (summer) who reside or attend school in the Mission and Potrero Hill Districts.
- Become familiar with, implement, and comply with program minimum standards.
- Develop and facilitate bi-annual pre-employment trainings, weekly life skills trainings, participant enrollment, certifications, orientations, and timesheets submission.
- Work in conjunction with other MYEEP Coordinators to coordinate employment efforts/needs.
- Identify, hire, train and supervise CITs (Coordinators-in-training).
- Provide meaningful work experience and apply youth development practices to learning objectives for CITs during daily programming after school and during Summer programming.
- Recruit non-profit, government and for-profit worksites in and around the Mission and San Francisco for youth placement.
- Place and monitor youth at worksites and act as liaison between youth and worksite supervisor.
- Develop materials for, and facilitate, weekly workshops for program participants in accordance with outlined program curriculum and objectives which include job readiness, career portfolio development, college planning, career exploration, community-service, leadership, etc.
- Assist in the development and execution of program-wide events aimed at enhancing the employment and academic experience/exposure that youth receive.



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- Identify, support and prepare youth ready to exit the program.
- Cultivate private sector partnerships for youth identified as prepared to take on more challenging work experiences as they transition.
- Coordinate outreach efforts to disseminate information on Horizons/MYEED programs.
- Maintain statistical information and prepare all required reports in accordance with deadlines.
- Conduct program evaluation to ensure compliance with minimum standards and work plans.
- Attend weekly Coordinator meetings at the MYEED Central Office.
- Attend weekly Horizons Prevention/Employment Staff meetings on site.
- Perform other duties as requested by the Program Director, Employment and Prevention.

Minimum Qualifications:

- Undergraduate degree in social sciences or related field and/or 2+ years experience providing direct services for youth in a non-profit setting.
- Experience working with a diverse population.
- Experience working with at-risk youth.
- Experience coordinating youth programs.
- Knowledge of employment programs in the City and County of San Francisco.
- Knowledge of the San Francisco labor market and employment issues.
- Experience supervising youth in a leadership role.
- Experience designing and facilitating workshops.
- Knowledge of youth development practices and strategies.
- Ability to work with a high volume of administrative tasks/paperwork.
- Strong organizational skills and effective communication skills (verbal/written).
- Ability to work well under pressure.
- Ability to monitor and track youth information, program requirements, etc.
- Strong lesson planning skills and instructional style.
- Experience using Zoom, Google Classroom + Suite, Canva, Adobe Acrobat, and Adobe Software.
- 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.

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 1st of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The starting wage for this position is \$22.31 per hour.

Date Posted:

August 25, 2021,

Application Deadline:

Open Until Filled

Application Process:

Submit cover letter and resume to Nancy Abdul-Shakur, Program Director, Employment and Prevention Programs, via email at nancy@horizons-sf.org, or via mail to: 440 Potrero Avenue, SF, 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 BIPOC are encouraged to apply.

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