



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

Prevention Education Program 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 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 throughout the city and county of San Francisco.

Position Title: Prevention Education Program Coordinator (Coordinator)
Reports To: Program Director, Prevention and Employment Programs

Prevention Education: The Prevention Education Program is a comprehensive substance use prevention program that includes 3 core interventions: Environmental Prevention (EP) youth leadership programs through the Communities Mobilizing for Change on Alcoholism (CMCA), Strengthening Families Program (SFP), Botvin LifeSkills Program (LST) and outreach activities.

Position Description: The Coordinator is responsible for leading and implementing the Youth component of Strengthening Families Program offered through multiple cycles per year as well as the Botvin LifeSkills Program cycles offered multiple times per year at a variety of SFUSD schools. In order to recruit and enroll participants to each of the program cycles, the Coordinator will develop age-appropriate outreach materials as well as a corresponding plan to reach the target population. As part of the Prevention Team, this position will also be versed and trained in the CMCA framework and provide support, coverage and/or (co)facilitation of services if needed, including participation in the EP Coalition meetings and events.

Duties and Responsibilities:

- Develop outreach materials and conduct outreach and recruitment for the Strengthening Families Program, Botvin LifeSkills, and other Prevention services.
- Schedule, plan, and conduct participant orientations for admission and enrollment.
- Co-facilitate the Youth component of the Strengthening Families program
- Facilitate and lead the Botvin LifeSkills program at local school sites.
- Implement evaluation activities such as pre/post test, client satisfaction surveys, focus groups, etc.
- Maintain youth files for all program participants, each cycle, as needed.
- Maintain detailed records of program attendance/services for reporting and submit monthly reports.
- Enter program services data into the funders database (PPSDS).
- Attend weekly program meetings, bi-monthly All Staff meetings, and other funding source meetings.
- Participate in all required and requested trainings and events.
- Other duties as assigned by the Program Director, Employment and Prevention Programs.

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.
- Demonstrated ability to effectively facilitate youth groups.



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- Commitment to learn environmental prevention work.
- Strong written and verbal communication skills.
- Ability to meet deadlines and juggle multiple competing deadlines/tasks in a fast paced environment.
- Able to maintain confidential, accurate, and complete records including documentation of daily attendance, hours tracking, monthly and quarterly reports, etc.
- Experience using Zoom, Google Classroom + Suite, Canva, Adobe Acrobat, Adobe Software.
- Must be able to work evenings, on weekends, and before normal business hours (10:00am-6:30pm or 12-8:30 on SFP Program evenings) for events, outreach, and trainings.
- Must clear a TB test and provide clearance before the start date.
- Must submit proof of at least 1st dose of COVID vaccine (Pfizer, Moderna, or Johnson & Johnson).
- If in recovery, must be clean and sober for a minimum of 2 years.
- Bilingual English/Spanish desirable.

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, generous holidays and professional development. The starting hour wage for the position is \$22.15.

Date Posted:

February 2, 2022

Application Deadline:

Open until filled.

Application Process

Submit a cover letter and resume to Nancy Abdul-Shakur, Program Director, Employment and Prevention Programs, via email at nancy@horizons-sf.org.

COVID-19 Advisory:

Horizons operates as an essential service organization and has implemented a COVID-19 Recovery Plan that documents operations, safety protocols, and guidance for the safety of staff and provision of services in accordance with local, state and other Health Orders and guidelines. At the time of this posting, staff has returned to the office in staggered shifts for no less than 2 days per week and will begin offering a hybrid program schedule that includes in-person services. Horizons reserves the right to make changes to its Recovery Plan, processes, policies and practices at its discretion.

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.