



# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## Horizons Unlimited of San Francisco, Inc. SENIOR PROGRAM ASSISTANT POSITION DESCRIPTION AND JOB ANNOUNCEMENT

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 other youth of color, ages 12 to 26, and their families residing in the Mission District and the city and county of San Francisco.

We have an open role for a well-organized and motivated Senior Program Assistant who is responsible for providing administrative and clerical support. Our Ideal Program Assistant will manage the lobby area and will engage enthusiastically to provide positive first impressions along with welcoming guests. We are looking for a dynamic self-starter who is eager to thrive in a challenging environment and deeply passionate about providing high quality administrative support.

**Position Title:** SENIOR PROGRAM ASSISTANT  
**Reports to:** FINANCE AND HR GENERALIST

### **Duties and Responsibilities:**

1. Greet clients and their families.
2. Become versed in all Horizons programming, staff, and relevant community agencies.
3. Triage program inquiries via phone and email and route to the appropriate staff person.
4. Help clients or community members with completing referral forms and routing to staff.
5. Provide program support such as photocopying/scanning, supplies inventory, requests and orders.
6. Receives mail and distributes appropriately.
7. Ensures that all program informational material in the reception area is recent and relevant.
8. Maintain office security by following safety & COVID-19 procedures and controlling access via the reception desk.
9. Review, ensure accuracy and reconcile program services documentation and billing spreadsheets.
10. Follow up with program staff to collect missing or inaccurate program services information.
11. Provide weekly status reports to Program Directors on data entry and services.
12. Support Program staff with evaluation such as Client Satisfaction surveys and program feedback.
13. Compile community and program resources to support participants with ongoing needs.
14. Support program information dissemination projects.
15. Performs other duties as requested by the Finance and HR Generalist.

### **Minimum Qualifications:**

1. High school diploma or equivalent
2. Minimum 2 years of proven administrative support experience.



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3. Ability to maintain confidentiality and take the initiative in completing tasks.
4. Must be extremely detail oriented and ensure completion and follow through with all tasks.
5. Well organized, dedicated, reliable, and flexible.
6. A self-starter capable of multitasking and prioritizing.
7. Excellent typing, writing, editing, and proofreading skills.
8. Proficient in both PC and Macintosh environments.
9. Versed in MS Office and G Suite (Sheets, Forms, Slides).
10. Familiarity and experience working with a diverse population of youth and young adults.
11. Bilingual (in Spanish) preferred.
12. Must be able to clear a TB test before the first day of employment.
13. If in recovery, must be clean and sober for a minimum of 2 years.

### **Compensation and Benefits:**

Full-time permanent position after successful completion of 6-month probation. Eligible for benefits (medical, dental, vision plan, accidental life, and AD&D insurance) on the 1<sup>st</sup> of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. Hourly wage starts at \$21.29.

### **Date Posted:**

Feb 24, 2022

### **Application Deadline:**

Open Until Filled.

### **Application Process**

Submit a cover letter and resume to Sola Ajimatanrareje via email at [saji@horizons-sf.org](mailto:saji@horizons-sf.org), or via mail to 440 Potrero Avenue, San Francisco, 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 People Of Color Are Encouraged To Apply.**

**Pursuant to the San Francisco Fair Chance Ordinance, we will consider**

**employment-qualified applicants with arrest and conviction records.**