



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

POSITION DESCRIPTION AND JOB ANNOUNCEMENT

Senior Program Coordinator, Full Time **Jovenes Education and Empowerment Program (JEEP)** 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: Senior Program Coordinator

Reports To: Program Director

Program Summary: Jovenes Education and Empowerment Program (JEEP) is a culturally rooted, youth development and empowerment program that focuses on character and leadership development, as well as personal and cultural identity, for both newcomer and native Spanish-speaking Latino self-identifying young men, ages 14-17. The program utilizes the Joven Noble and Men of Honor curriculum to foster self-awareness and cultural connection in the pursuit of integrity and purpose. Program staff implement cultural, healing, and exploratory activities to build brotherhood (hermandad) and foster healthy relationships within the family, among their peers, and in their community.

Duties and Responsibilities:

- Responsible for the overall coordination of 2, 5-month cycles of the JEEP Program and implementation of its components in Spanish for a total of 20 youth a year, including:
 - Developing and conducting effective outreach, recruitment and enrollment strategies that target Spanish-speaking Latino youth that identify as men ages 14-17
 - Facilitating the Joven Noble and Men of Honor curriculum
 - Organizing weekly cultural and exploratory activities/outings onsite and in the community
 - Integrating leadership training and development
 - Fostering and building meaningful relationships as a caring adult and mentor
- Develop and implement strategies for involvement of participants' family and support systems.
- Build partnerships with other programs, services, and organizations to enhance youth's experience.
- Facilitate ongoing assessment and program evaluation to ensure compliance with standards, work plans, and overall program quality.
- Adapt and enhance curriculum to ensure relevance and optimal engagement through updated program materials and curriculum content.
- Maintain regular, updated and accurate data collection, records for reports, and data and budgets, including timely submission into the CMS system.
- Attend 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 and funding source 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.

Minimum Qualifications:

- Undergraduate degree in social sciences/related field and/or 2+ years of providing direct services.
- Experience working with self-identified newcomer Latino young men ages 14-17.
- Knowledge of issues and experience relating to impacts of immigration process, acculturation, identity, connection, cultural values, grief/loss, and other relevant topics to newcomer youth.
- 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, 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.
- Strong written and verbal communication skills.
- Strong organizational skills, commitment to meeting deadlines, and collaborative work ethic.
- Fidelity/experience in maintaining confidential, accurate, and complete records and documentation.
- Bilingual (Spanish) required.
- Must be able to clear a Tuberculosis (TB) test before the first day of employment and annually.
- Policy requires all staff to be vaccinated for COVID-19 or have an approved reasonable accommodation.
- Complete annual recurrent required training.
- 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 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 \$23.91.

Date Posted: August 23 2022

Application Deadline: Open Until Filled

Application Process: Submit cover letter and resume to: Mariana Lopez-Herrera, Program Assistant, via email: officeadmin@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 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.