



# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## POSITION DESCRIPTION AND JOB ANNOUNCEMENT

### **Prevention Education Program/The DJ Project (57% Prevention Education, 43% The DJ Project)**

#### **Principal 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 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:** Prevention Education/DJ Project Senior Program Coordinator

**Reports To:** Program Director, Prevention and Employment Programs

**Prevention Education:** The Prevention Education Program is a comprehensive substance use prevention program that includes: Environmental Prevention (EP) youth leadership programs, Strengthening Families Program, Botvin LifeSkills Program and outreach activities.

**The DJ Project:** Leveraging music and Hip-Hop as a platform for youth engagement, the program serves youth 14-24 and consists of 3 industry-specific, project-based components: **Audio Production** (lyrical composition, beat making, sound engineering, artist relations/development, performance), **DJing** (turntablism, scratching, stage/sound management, live performance), **Event Production** (event design/execution, project management, marketing/publicity, vendor/artist cultivation, operational/logistical leadership).

**Position Description:** The Senior Program Coordinator (SPC) will coordinate the Environmental Prevention Youth Action Group, participate in Coalition activities and support other prevention programming (Strengthening Families Program, Botvin LifeSkills). The Coordinator will also facilitate the audio production curriculum using music software to train youth to create music, write lyrics, and record vocals in a professional studio. Duties also support artistic/aesthetic development, performance training and development of compilation records.

#### **Prevention Program Duties and Responsibilities:**

- Conduct outreach and recruitment of high school/TAY, BIPOC, LGBTQIA+ youth.
- Schedule and conduct participant interviews for admission and enrollment.
- Plan and provide program orientations to youth and their families.s.
- Provide instruction for, and implement, the CMCA environmental prevention curriculum.
- Create multi-media campaigns, each cycle.
- Provide support/co-facilitate the Strengthening Families program and/or Botvin LifeSkills.
- Maintain youth files, for all program participants, each cycle.
- Maintain detailed records of program attendance/services for reporting and submit monthly reports.
- Enter program services data into the funders database (PPSDS).



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### **The DJ Project Program Duties and Responsibilities:**

- Conduct outreach/recruitment of creatively-inclined high school/TAY, BIPOC, LGBTQIA+ youth.
- Manage accounts and distribution of DJ Projects creative content.
- Curate youth work, digital musical releases, press, event announcements, etc.
- Organize at least 2 creative/musical annual events per year (end of School Year, end of Summer).
- Support youth participants in applying to at least 1 small mini grant per year.
- Support/maintain DJP social media: Instagram, Facebook, and YouTube.
- Complete/maintain daily sign in sheets to track youth attendance, completion of programming.
- Work in collaboration with DJP Event Production and DJing Team.
- Maintain equipment inventory and provide regular maintenance checks, upgrades, “cleanings”, and regular storage updates.
- Attend program/agency Staff meetings.
- Prepare monthly reports, funding source quarterly reports, and other required reports and documentation (internal and external).
- Input required data into funder CMS database.
- Implement evaluation tools to measure the impact of services (satisfaction surveys, pre/post tests).
- Other duties assigned by the Program Director, Prevention and Employment.

### **Minimum Qualifications:**

- Bachelor’s Degree or equivalent experience.
- 2+ years experience working with diverse, youth of color in a youth development field.
- Demonstrated ability to effectively facilitate youth groups.
- Experience developing audio production curriculum.
- Competency in audio production: musical/lyrical composition, knowledge of current recording software (Reason, ProTools, Logic, Ableton), recording, sound engineering, and production.
- Knowledge of hip-hop history, its original mission, and social justice/critical analysis framework.
- Ability to support artist development, creative distribution, marketing, event production, etc.
- 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 encounters; 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) for events, outreach, and trainings.
- 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.

### **Preferred Qualifications:**

- Experience teaching project-based, environmental and/or audio production curriculum.



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- Knowledge of Hip-Hop culture and local Bay Area music scene.
- Resourceful and knowledgeable about community and other services.
- Experience developing media campaigns, writing press releases, developing PSAs.
- Knowledgeable about youth development and empowerment principles, prevention strategies, etc.
- Solid networking base and ability to expose youth to a variety of media and business opportunities.
- Ability to provide strong direction and leadership for youth workers during campaign stages.
- Experience with social media content management
- Multi-media technical skills such as web development and maintenance, audio and video production, editing, etc.
- Ability to use personal vehicles and adherence to agency insurance requirements.
- 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 \$23.91.

### **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](mailto: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.**