



# HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

## POSITION DESCRIPTION AND JOB ANNOUNCEMENT

### Females Against Violence 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 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:** Females Against Violence Program Coordinator  
**Reports To:** Program Director, Prevention Education and Workforce Development

**Program Summary:** Females Against Violence (FAV) Program is gender-affirming, peer leadership program aimed at empowering youth to create change within themselves and in their community. The program is offered via 2, 5-month cohorts for self-identified young women of color, ages 14-21. Program components include leadership training and development, and campaign organizing and development. Our program model is rooted in the following practices: Conocimiento- Knowledge of Self, Wisdom & Critical Consciousness, Reflection- Healing through mindful and collective reflection, and Collective action-advocacy and empowerment for self-determination, and is coupled with project-based, peer-led, experiential learning (trainings, activities, outings, workshops, speakers) focused on gendered violence, bias, norms, and systems of power and oppression. The leadership component, focused on TAY youth 18-21, combines teachings from indigenous traditions and gender-focused curriculum and the Community Action Model to create an organizing process to develop leadership capacity and personal responsibility to the community; thereby training youth to serve as peer mentors, leaders, and advocates for other girls and develop effective campaign and organizing efforts. Wrap around services offered include substance use counseling, mental health and wellness, case management, and family involvement.

#### **Duties and Responsibilities:**

- Coordinate the delivery of the FAV program according to the approved work plan and scope of services including but not limited to: outreach and recruitment, orientations/enrollment, peer education strategies, peer leadership, life skills, culturally affirming activities and events, campaigns and other related services.
- Develop and implement program curricula and training materials.
- Facilitate trainings, workshops and organize outings and presentations for FAV Peer Leaders (ages 14-17).
- Support youth-led production of program materials, brochures, and flyers.
- Work closely with TAY Program Coordinator to ensure a cohesive program model that supports the TAY leadership component and collaboration with FAV Peer Leaders.
- Act as an advocate for the FAV Program clients and their families to ensure access to services.
- Communicate regularly with clients and their families regarding program participation and needs.
- Cultivate ongoing working relationships with appropriate community and government organizations, e.g., SFUSD Wellness Center Coordinators and Community Health Outreach Workers, etc. to recruit and enroll a full caseload of youth and waitlist in case youth cannot continue.



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- Network and participate in external community committees to promote, represent, and develop partnerships, collaborations, linkages, etc., to support FAV clients in achieving their goals.
- Coordinate (with clients) evaluation tools to measure effectiveness of the delivery of curricula, peer education training, campaign and the success of presentations.
- Maintain regular, updated and accurate data collection, records for reports, and data and budgets, including timely submission into the CMS system.
- Facilitate connection to wrap-around and support services including substance use/mental health counseling, case management, etc.
- Participate in weekly team meetings and one-on-one supervision with Supervisor.
- 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, Employment and Prevention.

### **Minimum Qualifications:**

- Undergraduate degree in psychology, women's or ethnic studies and/or a closely related field, and/or comparable experience to meet this requirement (2+ years).
- Minimum of 3 years of experience working with self-identified young women of color who have been system-impacted.
- Direct knowledge regarding youth development and empowerment principles, intervention strategies, best practices in serving system-impacted youth, harm reduction, etc.
- Experience coordinating after-school, leadership or other youth programming.
- Extensive knowledge of intervention strategies, sexual assault, domestic violence a must.
- Strong communication (verbal and written) and organizational skills.
- Knowledge of current trends affecting young women and available resources within San Francisco city and county.
- Computer skills (e.g., Mac iOS, Word, Excel, Google suite, Canva).
- Public speaking and multimedia presentation experience.
- Ability to meet deadlines and juggle multiple competing deadlines/tasks in a fast paced environment.
- Able to maintain confidential, accurate, and complete records.
- Bilingual (Spanish/English) preferred.
- Must be able to clear a 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 1<sup>st</sup> day of the month following 1 full month of continuous employment. Other benefits include paid vacation, sick leave, and holidays. The starting hourly wage for this position is \$27.00.



## HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

**Application Deadline:**

Open Until Filled

**Date Posted:**

March 23, 2023

**Application Process**

Submit a cover letter and resume by email at [officeadmin@horizons-sf.org](mailto:officeadmin@horizons-sf.org) or by mail to 440 Potrero Avenue, San Francisco, CA 94110.

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, services will primarily be offered in-person, onsite or in local high schools. This is subject to change and 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 People Of Color Are Encouraged To Apply.**

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