



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.
POSITION DESCRIPTION AND JOB ANNOUNCEMENT

JOVENES EDUCATION AND EMPOWERMENT PROGRAM (JEEP)
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 use prevention and early intervention, employment/workforce development, mental health and wellness, multimedia arts, and gender-affirming services, to Latine and all youth of color, up to age 24, and their families residing in the Mission District and throughout the city and county of San Francisco.

Position Title: Principal Program Coordinator (Coordinator)

Reports To: Program Director

Program Description:

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, high school aged, male-identified/masculine energy, Latine youth. The program utilizes the Joven Noble and Journey of the Great Warrior 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), unlearn toxic masculinity 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 12 youth a year, including:
 - Developing and conducting effective outreach, recruitment and enrollment strategies that target high school aged, Spanish-speaking, male-identified Latine youth.
 - Facilitating the Joven Noble and Journey of the Great Warrior 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.
- Adapt and enhance curriculum to ensure relevance and optimal engagement through updated program materials and curriculum content.
- 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.



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.

POSITION DESCRIPTION AND JOB ANNOUNCEMENT

- Facilitate ongoing assessment and program evaluation to ensure compliance with standards, work plans, and overall program quality.
- 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.
- Complete mandatory state compliance and other trainings.
- Participate in at least 1 agency-wide committee, project or working group per year.
- Other duties as requested by the Program Director.

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.
- Experience working with high school aged, male-identified, newcomer Latine youth.
- Knowledge of issues and experience relating to impacts of immigration process, acculturation, identity, connection, cultural values, and other relevant topics to newcomer youth.
- Experience developing curriculum, lesson plans, and activities based on core content principles.
- 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.

Job Requirements:

- Must be able to work evenings, on weekends to provide program support when necessary.
- Must clear a TB test before the first day of employment and annually.
- Complete annual recurrent required training.
- If in recovery, must be clean and sober for a minimum of 2 years.
- This position is under the SEIU 1021 collective bargaining agreement and is subject to enrollment.



HORIZONS UNLIMITED OF SAN FRANCISCO, INC.
POSITION DESCRIPTION AND JOB ANNOUNCEMENT

Compensation and Benefits:

- Full-time, permanent position after successful completion of a 6-month introductory 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 opportunities.
- Hourly wages range from \$28.37 to \$30.09, depending on qualifications and experience.

Date Posted:

Dec 15, 2025

Application Deadline:

Open Until Filled.

Application Process:

Submit a cover letter and resume by email at officeadmin@horizons-sf.org or 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 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.