



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

**LIFEWORKS EMPLOYMENT PROGRAM**  
**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, Employment and Prevention Programs

**Programs Description:**

The LifeWorks Employment Program is a youth workforce development program of Horizons that provides job readiness training, life skills development, career exploration, academic support, and worksite placements for high school youth who are currently on, or recently released from, formal or informal probation, or system-impacted. Overall, the program operates year-round through two cycles: Summer (6–8 weeks, 20 hours per week) and School Year (32 weeks, 10–12 hours per week). Youth are paid the current minimum wage and placed at a local worksites for hands-on work experience.

**Duties and Responsibilities:**

**Program Leadership & Compliance**

- Serve as the lead for the program in coordination with the part-time Academic Resource Specialist.
- Implement program strategies and components in alignment with the DCYF work plan and funding source requirements.
- Attend required agency, CMS, all-grantee, and compliance training and meetings.

**Youth Recruitment, Intake & Case Coordination**

- Recruit, enroll, and support a cohort of up to 20 youth in the program.
- Coordinate intake, orientation, assessments, certifications, placement, monitoring, evaluation, and transition activities.
- Develop and support youth-driven work and transition plans.



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#### **Training, Workshops & Curriculum Delivery**

- Develop materials for and facilitate pre-employment trainings and weekly two-hour workforce development workshops.
- Ensure curriculum and activities are aligned with restorative justice principles.

#### **Worksite Development & Placement**

- Recruit, certify, and maintain relationships with public and private worksites in San Francisco.
- Place and monitor youth at worksites.
- Serve as a liaison between youth, site supervisors, probation officers, and partner agencies.
- Use youth assessments and other tools to inform appropriate placement and program needs.

#### **Data, Reporting & Administrative Systems**

- Maintain accurate program records, including online timesheets, payroll coordination, and budget documentation.
- Collect required program data and prepare all required reports.
- Enter participant and program data into the CMS reporting system on a weekly basis.

#### **Community & Partner Engagement**

- Collaborate with probation officers and external partners to facilitate referrals and support program participation.
- Participate in relevant community collective groups.
- Join at least one community collective group relevant to program services and youth outcomes.
- Attend and participate in at least two community and agency events per year.

#### **Program Support & Additional Responsibilities**

- Update program materials (e.g., training handbooks, payroll documents, timesheets, flyers, permission slips).
- Organize an annual workforce, vocational, or educational panel and related youth trips or experiential learning activities.
- Perform other related duties as assigned by the Program Director, Employment and Prevention Programs.



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**Minimum Qualifications:**

- Bachelor's degree or a combination of education and equivalent experience.
- Minimum of two (2) years of experience working with diverse, system-impacted youth of color.
- Experience working with youth with disabilities and youth facing barriers to employment.
- Knowledge of youth development and social, restorative, and juvenile justice principles.
- Knowledge of best practices for serving system-impacted youth, employment best practices, and labor market and employment issues.
- Strong written and verbal communication skills.
- Strong lesson-planning skills and an effective instructional style.
- Ability to analyze data and use data to inform work and transition plans.
- Ability to meet deadlines and manage multiple competing tasks in a fast-paced environment.
- Ability to maintain confidential, accurate, and complete records.
- Experience using Zoom, Google Classroom, Google Workspace, Canva, Adobe Acrobat, and Adobe software.
- Resourceful and knowledgeable about community resources and support services.
- Bilingual in Spanish is preferred.

**Job Requirements:**

- Ability to work after hours and on weekends, as needed, to provide program support.
- Ability to clear a Tuberculosis (TB) test prior to the first day of employment and annually thereafter.
- Ability to complete all required annual recurrent training.
- This position is covered under the SEIU Local 1021 collective bargaining agreement and is subject to union membership and enrollment.
- If in recovery, must be clean and sober for a minimum of two (2) years.

**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-\$30.09, depending on qualifications and experience.



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Date Posted: **February 5, 2026**

Application Deadline: **Open Until Filled.**

**Application Process:**

Submit a cover letter and resume by email at [officeadmin@horizons-sf.org](mailto: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.**