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

# Femmes 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 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 San Francisco.

Our programs help young people understand the systems that create inequality and how those systems affect their lives. We create safe spaces where they can make sense of their experiences, build healthy coping skills, and find their own power within these systems. Young people leave with the tools to take care of themselves and their communities and to create real change on their own terms.

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

**Program Description:** Femmes Against Violence (FAV) is an 18-week, cohort-based program that promotes healing, agency, leadership, and self-determination among youth ages 14–21, including femme-identified and gender-expansive youth of color. Offered twice annually, FAV engages youth three days per week through culturally affirming, gender-responsive, youth-centered programming.

The program integrates intersectional, liberatory frameworks grounded in Black feminist theory, Indigenous teachings, ancestral knowledge, collective care, and community accountability through interactive workshops, experiential activities, community outings, guest speakers, and youth-led action projects. Programming explores identity, culture, relationships, gender-based violence prevention, systems of power and oppression, and pathways toward personal and collective well-being. Youth develop critical consciousness, leadership, advocacy, communication, and self-determination skills while engaging in opportunities to apply their learning through creative and experiential activities.

FAV also provides a wraparound support model that connects youth to mental health and wellness, case management, educational, housing, and other community resources. FAV creates a supportive space where youth can build belonging, strengthen their voices and leadership capacity, develop healthy coping and relationship skills, and envision and pursue futures grounded in care, justice, and self-determination.

## Duties and Responsibilities:

- Coordinate and oversee delivery of the FAV program in accordance with the approved work plan and scope of services, including outreach and recruitment, orientation and enrollment, life skills, peer education, leadership development, culturally and gender-affirming activities and events, youth-led projects, and related services.
- Develop, implement, and adapt program curriculum, workshops, training materials, and experiential activities that support FAV program goals and youth outcomes.
- Facilitate culturally and gender-affirming trainings, workshops, group activities, presentations, and community outings for FAV participants.
- Support youth in developing and implementing creative projects, presentations, educational materials, and other activities that promote awareness, leadership, advocacy, and positive community engagement.
- Work collaboratively with other Horizons programs to ensure a cohesive program model and coordinated services for participating youth.
- Advocate for FAV participants and support access to appropriate services, resources, and opportunities.
- Communicate regularly with participants regarding program participation, needs, progress, and available resources.
- Cultivate and maintain working relationships with schools, community-based organizations, government agencies, SFUSD Wellness Centers, Community Health Outreach Workers, and other appropriate partners to recruit and enroll youth and maintain a strong referral network.
- Network and participate in community committees, meetings, and collaborative efforts that promote FAV, strengthen partnerships, and expand resources and opportunities for participants.
- Coordinate with participants and staff to implement evaluation and feedback tools that measure program effectiveness, participant satisfaction, and progress toward program outcomes.
- Maintain accurate and timely program records, participant documentation, data, reports, and budgets, including required entries into the agency's CMS and GMS system.
- Facilitate connections to wraparound and support services, including mental health and wellness, case management, educational, housing, and other community resources.
- Participate in weekly team meetings, individual supervision, and other internal meetings that support effective program delivery and professional development.
- Complete required agency and funder trainings and maintain knowledge of applicable program standards, policies, and funding requirements.
- Participate in at least one agency-wide committee, project, or working group annually.
- Attend agency and funder meetings, quarterly All Grantee meetings, and other meetings that support programmatic integration within the agency and broader community.

- Perform other related duties as assigned by the Program Director.

## 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 gender-based violence 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.

## Job Requirements:

- Must clear a TB test before the first day of employment and annually.
- Commitment to complete all required annual 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.

## 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 $29.22.

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

Date Posted:
**October 22, 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.**