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

PREVENTION PROGRAMS
PRINCIPAL PROGRAM COORDINATOR
Full-time, Temporary Position

Position Status: *This is a full-time, temporary position through December 31, 2026, with the potential for extension or transition to a permanent position based on program needs and funding availability. Extension or transition to permanent status is not guaranteed.*

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: Principal Program Coordinator (Coordinator)
Reports To: Prevention Program Manager

Program Description: The Prevention Education Program is a comprehensive substance use prevention program that includes 3 core interventions: Communities Mobilizing for Change on Alcoholism (CMCA), Strengthening Families Program (SFP), Botvin LifeSkills Program (LST) and outreach activities.

Position Description: The Coordinator will be trained and responsible for facilitating groups for the 3 core interventions (CMCA, LST, SFP) according to the contract requirements and program needs. Key duties and responsibilities include outreach and recruitment, group facilitation, family engagement, data collection, reporting, etc. As part of the Prevention Team and work with the CMCA groups, the Coordinator will also participate in the COUN-SEL Coalition meetings and events as well as contribute broader prevention efforts as assigned.

Duties and Responsibilities:

- Develop outreach materials and conduct outreach and recruitment for the Strengthening Families Program, with a focus on engaging African American/Black and Spanish-speaking families, as well as for Botvin LifeSkills, CMCA, and other Prevention services.
- Coordination of service provision for each intervention.
- Schedule, plan, and conduct participant orientations for admission and enrollment.
- Co-facilitate the Parent/Youth/Family components of the Strengthening Families program.
- Facilitate and lead Botvin Lifeskills program and CMCA cohorts onsite or at local school sites.
- Maintain youth files for all program participants, each cycle, as needed.
- Maintain detailed records of program attendance/services for reporting and submit monthly reports.
- Enter program services data into a tracking sheet within 24 hrs of activity.
- Reconcile data on a regular basis to ensure accuracy.
- Attend weekly program meetings, monthly All Staff meetings, and other meetings including funding source meetings.
- Maintain a programmatic budget.
- Implement program evaluations to measure the impact of delivery of services (i.e client satisfaction surveys, pre and post tests, etc.).
- Complete mandatory state compliance and other training.
- Support agency wide efforts which includes participation in 1-2 community wide committees/collectives that support the overall program mission and organizational values.
- Other duties assigned by the Prevention Program Manager.

Minimum Qualifications:

- Undergraduate degree in social sciences or related field and/or 2+ years experience providing direct services for youth.
- Demonstrated ability to effectively facilitate youth groups.
- 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 attendance, hours tracking. monthly and quarterly reports, etc.
- Experience using Zoom, Google Workspace (Docs, Sheets, Drive, Classroom, etc.), Canva, Adobe Acrobat, and other relevant software.
- Bilingual English/Spanish.

Job Requirements:

- Must be able to work evenings, on weekends, and before normal business hours (10:00am-6:30pm or 12-8:30 on SFP Program evenings) for events, outreach, and training.
- Must clear a TB test before the first day of employment and annually.
- Commitment to complete all required annual training, including environmental prevention training.
- If in recovery, must be clean and sober for a minimum of 2 years.
- If the position becomes permanent, it will become subject to the SEIU Local 1021 Collective Bargaining Agreement, and the employee will be required to enroll in accordance with the applicable agreement.

Compensation and Benefits:

- As a temporary position, this position is not eligible for Horizons' health, dental, vision, and life insurance benefits, except for benefits required by applicable law.
- If the position becomes permanent, the employee will become eligible for Horizons' benefits package, including medical, dental, vision, life, and AD&D insurance, effective on the first of the month following one full month of continuous employment, as well as paid vacation, sick leave, holidays, and professional development opportunities, subject to applicable eligibility requirements.
- Hourly wages range from $28.37 to $29.22.

Date Posted:	Application Deadline:
October 8, 2026	**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.