



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

MAYOR'S YOUTH EMPLOYMENT AND EDUCATION PROGRAM (MYEEP)
SENIOR 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, early intervention, treatment, employment, mental health, and gender-specific services, for Latino and all youth of color, up to age 26, and their families residing in the Mission District and the city and county of San Francisco.

Position Title: Senior Program Coordinator

Reports To: Program Director, Employment and Prevention Programs

Program Summary: MYEEP is a youth development program that provides subsidized employment experience and learning activities to over 1500 low income, high school aged youth each year through a collaboration of eight community-based organizations overseen by the Japanese Community Youth Council as the lead agency. The collaborative ensures citywide inclusion in the program and access to numerous services with subsidized employment occurring at various non-profit and public sector organizations throughout San Francisco.

Under the supervision of the Program Director, Employment and Prevention Programs, the Senior Program Coordinator will implement a youth workforce development program for 9th and 10th grade youth (School Year Cycle) and youth ages 14 to 17 (Summer Cycle), who reside or attend school in the Mission and Potrero Hill Districts. The MYEEP program hosts a three-month training period (Fall/Winter) designed to help youth build competencies and skills to be successful in the workplace. After successful completion of Fall/Winter training, youth are placed at certified worksites for 10 hours per week during the Spring (Jan-April), and 20 hours per week during the Summer, to gain valuable work experience and hands-on training. Youth enrolled in the program receive minimum wage. In addition, the Senior Program Coordinator will be responsible for the training, supervision, and skill development of a group of 3 CITs (Coordinators-in-Training).



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Duties and Responsibilities

Program Coordination:

- Provide overall coordination of the MYEEP program for approximately 30+ youth (school year) and 80+ youth (summer) who reside or attend school in the Mission and Potrero Hill Districts.
- Become familiar with, implement, and comply with program minimum standards.
- Work in collaboration with other MYEEP Coordinators to align employment efforts and needs.
- Recruit nonprofit, government, and for-profit worksites in and around the Mission and San Francisco for youth placement.
- Identify, hire, train, and supervise Coordinators-in-Training (CITs).
- Place and monitor youth at worksites, serving as a liaison between youth and worksite supervisors.

Youth Development & Training:

- Develop and facilitate bi-annual pre-employment training, weekly life skills workshops, participant enrollment, certifications, orientations, and timesheet submissions.
- Provide meaningful work experiences and apply youth development principles to CITs during daily, after school programming and during the summer.
- Develop materials for, and facilitate, weekly workshops for participants following the program's curriculum and objectives, which include job readiness, career portfolio development, college planning, career exploration, community service, leadership, etc.
- Assist in the planning and execution of program-wide events to enhance the employment and academic exposure for youth.

Administration & Reporting:

- Maintain statistical data and prepare all required reports within specified deadlines.
- Conduct program evaluations to ensure compliance with minimum standards and work plans.
- Attend weekly Coordinator meetings at the MYEEP Central Office.
- Attend weekly Horizons Prevention/Employment staff meetings onsite.
- Perform other duties as requested by the Program Director, Employment and Prevention.



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Experience and Qualifications

- Undergraduate degree in social sciences or related field and/or 2+ years of experience providing direct services for youth in a nonprofit setting.
- Experience working with a diverse population.
- Aptitude and passion for working with at-risk youth.
- Experience coordinating youth programs.
- Knowledge of employment programs in the City and County of San Francisco.
- Knowledge of the San Francisco labor market and employment issues.
- Experience supervising youth in a leadership role.
- Skilled in designing and facilitating workshops.
- Knowledge of youth development practices and strategies.
- Experience using Zoom, Google Classroom Suite, Canva, Adobe Acrobat, and Adobe Software.

Skills and Abilities (As Needed)

- Strong organizational skills and effective communication skills (verbal/written).
- Ability to handle a high volume of administrative tasks and paperwork.
- Able to work well under pressure.
- Organized to monitor and track youth information, program requirements, etc.
- Strong lesson planning skills and instructional style.

Job Requirements

- Complete annual recurrent required training.
- Must be able to clear a Tuberculosis (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.
- 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:

- 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 1st of the month following 1 full month of continuous employment.



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- Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities.
- Hourly wage range starts at \$26.78.

Date Posted:
Oct 7, 2024

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.

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 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.