



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

**PREVENTION EDUCATION 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, early intervention, treatment, employment/workforce development, mental health and wellness, and gender-affirming services, to Latino 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:** Prevention Programs Manager

**Prevention Education:** The Prevention Education Program is a comprehensive substance use prevention program that includes 3 core interventions: Environmental Prevention (EP) youth leadership programs through the 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, with a primary role to lead, recruit families, and facilitate the Strengthening Families Program for our African American/Black identified families. Key duties include outreach and recruitment, group facilitation, data collection, reporting, etc. As part of the Prevention Team and work with the CMCA groups, the Coordinator will also participate in the YAPC Coalition meetings and events.

**Duties and Responsibilities**

- Develop outreach materials and conduct outreach and recruitment for the Strengthening Families Program focused on serving African American/Black identified families, Botvin LifeSkills, CMCA, and other Prevention services.
- Coordination of operations 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.



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- 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, bi-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 in a non-profit setting.
- 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 Classroom + Suite, Canva, Adobe Acrobat, Adobe Software.
- Bilingual English/Spanish desirable.

#### **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 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.
- Complete annual recurrent required training.



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- 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 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.
- Other benefits include paid vacation, sick leave, generous holidays, and professional development opportunities.
- Hourly wage range starts at \$27.81.

Date Posted:  
**Oct 1, 2024**

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.

**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.**