



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

LEVELUP SF 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, 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: Principal Program Coordinator

Reports To: Prevention Programs Manager

Program Summary: LevelUP SF harnesses the cultural, political and social capital and dynamism of Latinx, African American, and Pacific Islander youth, ages 12-24, to effect transformative and peer-led policy, systems and environmental change. Utilizing a trauma-informed, healing-centered, and asset-based approach, LevelUP SF centers youth leadership, empowerment, capacity-building, and youth voice through an intensive Train the Trainer/Mentoring model, Policy Work, Community Substance Use Disorder (SUD) Prevention Education, and Mental Health Anti-Stigma Campaigns. The purpose of the project is to increase youth capacity to create policy strategies that decriminalize substance use and create personal agency by changing norms, perceptions and attitudes that favor substance misuse. The program employs 2 Principal Program Coordinators that work in collaboration to deliver the services, with ownership of distinct program tracks that focus on either Policy/Systems Change or SUD Prevention Education/Campaign Development.

Position Description: The Principal Program Coordinators (PCCs) will implement the LevelUP SF program. As a core component of the program, the PCCs are responsible for 2 goals:

1. **Program Goal:** Develop and Implement a Train the Trainer Coordinator-in-training (CIT) cohort of 2-3 TAY youth who will be trained on various topics such as prevention education, mental health, and facilitation. Develop a cadre of up to 30 youth change agents equipped with the knowledge and understanding of the link between mental health/wellness and substance use as a coping mechanism to create strategies and lead initiatives to support youth mental health and wellness at



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2 high schools within the SFUSD and 3 San Francisco community-based organizations serving system-impacted youth.

2. **Policy Goal:** To improve wellness culture and capacity at 2 SFUSD High Schools and 3 community-based organizations to support youth wellbeing by implementing stigma-reduction campaigns and creating strategies for the broader adoption, integration and/or availability and access to mental health/wellness resources.

In addition, 25% of the position's time is dedicated to facilitating 1 weekly prevention focused, leadership group for High School aged youth under the Communities Mobilizing Change on Alcohol (CMCA) framework that complements the work of LevelUP SF. Coordinator will be trained in Strengthening Families Program and will also co-facilitate 1-2 weekly Youth/Family sessions in the evenings. Lastly, the Coordinator will be trained and will implement 1-2 cohorts of the Botvin Life Skills Program (LST) at San Francisco schools or in-house at Horizons.

Duties and Responsibilities

- Conduct outreach to recruit 2-3 Latinx, African American and Pacific Islander TAY Leaders to participate in the Train the Trainer cohort.
- Schedule and conduct participant enrollment interviews as well as program orientations for youth and their families.
- Facilitate a 6-month Train the Trainer Model for the TAY Leaders.
- Develop and implement systems and environmental change curriculum and programming.
- Upon completion of training, support TAY Leaders in outreach/recruitment efforts for high school age participants for policy change/policy work.
- Curate youth work, Showcases/events, Focus groups, event announcements, etc.
- Recruit 10 high school-aged youth for the CMCA leadership group.
- Facilitate the CMCA curriculum for the leadership group.
- Co-facilitate the Parent/Youth/Family components of the Strengthening Families program.
- Maintain youth files for all participants.
- Complete/maintain daily sign in sheets to track youth attendance, successful completion, and report units of service.
- Represent Prevention programs at community and other events.
- Attend bi-weekly All Staff meetings, bi-weekly Prevention Staff meetings and state wide Elevate Youth California convenings.



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- Prepare monthly program reports, funding source quarterly reports, and other required reports and documentation (internal and external).
- 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 trainings.
- 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.

Experience and Qualifications

- Bachelor's Degree or combination of education and equivalent experience.
- 2+ years experience working with diverse, urban populations within a youth development field.
- Knowledge of social justice and juvenile justice principles.
- Experience developing social justice focused curriculum.
- Demonstrated ability to effectively facilitate youth groups.
- Ability to provide strong direction and leadership for participants during campaign stages.
- 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 encounters; monthly and quarterly reports, etc.
- Familiarity with Microsoft Office, and Google Suite.
- Self-motivated and comfortable working in teams and independently.
- Must be able to work evenings, weekends, and before/after normal business hours (9:30am-6:00pm or 11:30-8:00 on SFP Program evenings) for events, outreach, and training.

Preferred Qualifications:

- Experience teaching project-based, policy, systems and environmental prevention concepts.
- Resourceful and knowledgeable about community and other services and resources.



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- Experience developing media campaigns, writing press releases, developing public service announcements, etc.
- Knowledgeable about youth development and empowerment principles, prevention strategies, best practices in serving high risk youth, etc.
- Solid networking base and ability to expose youth to a variety of opportunities.
- Multi-media technical skills such as graphic design, video production, and web development.
- Ability to use personal vehicles and adherence to agency insurance requirements.
- Bilingual English/Spanish is preferred, as it improves the ability to effectively serve our community.

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, regular 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 starts at \$27.81.

Date Posted:
Jan 28, 2025

Application Deadline:
Open Until Filled.



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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.