



JOB ANNOUNCEMENT

PROGRAM COORDINATOR – YOUTH SERVICES

JOB SUMMARY

The Program Coordinator will work with children and youth ages 5-18 residing in Community Housing Partnership's family supportive housing. The Program Coordinator, in collaboration with the Tenant Services staff at each site, will develop, coordinate, and implement an engaging creative, recreational, educational and social activities program for tenants with the goal of breaking multi-generational cycles of poverty. Full-time position with some nights and occasional weekends required.

AGENCY DESCRIPTION

Community Housing Partnership (CHP) is a San Francisco-based nonprofit organization that develops and operates permanent housing for formerly homeless people with on-site support services, job training and employment opportunities. CHP's mission and values are based on the belief that tenant participation is fundamental to all aspects of the organization; over 50% of CHP staff members are formerly homeless and four tenants serve on our Board of Directors. CHP has a staff of over 200 people, with an annual operating budget of approximately \$15 million. CHP owns, manages and/or provides services at 11 buildings with 755 units of housing for formerly homeless adults and families. We are currently developing 3 new housing sites with a total of more than 287 apartments. For more information, visit www.chp-sf.org.

QUALIFICATIONS:

- Bachelor's degree in education, child development or related field, or a teaching credential or equivalent experience.
- A minimum of 3 years experience working with children and youth in a school-based, after-school, education, recreation, or creative arts setting.
- Experience working with homeless children and youth.
- Proven ability to navigate the San Francisco Unified School District.
- Experience in education advocacy, service coordination, and collaboration preferred.
- Strong administrative and computer skills (MS Word, Excel).
- Demonstrated ability to work with homeless individuals, especially those struggling with substance (ab)use and mental health issues.
- Experience in organizing groups, group facilitation, and group development.
- Strong written and verbal skills and the ability to communicate effectively with a diverse population of staff and tenants.
- Familiarity with community resources, service programs and opportunities focusing on homelessness and poverty issues.
- Experience in crisis intervention, conflict resolution, and counseling.
- Ability to speak Spanish or another language spoken by CHP tenants a plus.

APPLICATION PROCESS

Send resume and cover letter to: Human Resources – Job Openings; 280 Turk Street; San Francisco, CA 94102; fax (415) 749-2791; e-mail: Jobs@chp-sf.org

Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.