



SAN FRANCISCO  
COMMUNITY  
HEALTH CENTER

**Program Coordinator – PTR022018 (.50 FTE/ 20 hours)**

**Agency Description**

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

*We believe that everyone deserve to be healthy and needs access to the highest quality health care.*

**Position Description**

This is a part-time, 20 hours per week position under the supervision of the Associate Director of Behavioral Health and Community Programs, the Program Coordinator will coordinate the development, implementation, and monitoring of the San Francisco Transgender Empowerment Advocacy Mentorship Program ( SF TEAM). The Program Coordinator will be part of the Behavioral Health and Community Programs and will also provide support and align with existing prevention programs that target the transgender and gender non- binary communities with a special emphasis on communities of color.

**Program Implementation**

- Coordination, implementation and monitoring of SF Transgender Empowerment Advocacy Mentorship Program ( SF TEAM), a three prong community led program namely,
  1. Transgender Leadership Academy
  2. Transgender Community Building Event series
  3. Trans Empowerment Connect (TEC): A Two–day Symposium by and for the TG community.
- Recruitment, supervision, coordination and maintenance of participants( steering committee members, academy participants, volunteers) on a daily, weekly, monthly, quarterly and annual basis and ensure contractual goals are consistently met.
- Develop, compile, facilitate and evaluate curricula and teaching materials for workshops and meetings.
- Coordinate and conduct outreach activities (e.g. street outreach, clubs, shelters, health fairs other venues) to disseminate, promote and deliver updates and information about the programs.
- Attend strategic planning meetings with San Francisco Human Rights Commission staff, contract collaborators and community partners/organizations to discuss project progress, challenges and adaptations and implement recommendations.

- Collaborate with other department supervisors and community partners as a team and provide weekly and monthly updates on program progress and development.

### **Program Monitoring and Evaluation**

- Ensure the timeliness, accuracy & quality reporting and tracking of program activities which includes but not limited to progress reports and notes, contractual documentation and paperwork as requested.
- Ensure that all reports are maintained in accordance to standards as dictated by funding agency and deadlines.
- Create and distribute program calendars to community partners and approved program venues.

### **Community Building and Advocacy**

- Represent the agency and the program and assume leadership of external collaborations.
- Promote, participate and present the work of the program with community constituents and stakeholders, local and national conferences, meetings, and coordinating bodies in order to stay abreast of the developments in the sector, expand networks, and give visibility to the organization's work in San Francisco and the larger region.
- Develop collaborative relationships with allied social services agencies to ensure and support client linkage and improved access to services.
- Duties as assigned.

### **Minimum Qualifications:**

- Bachelor's degree or combination of experience and education will be considered.
- At least two( 2)years' experience working with Transgender community
- Familiarity with issues and concerns of the transgender community around safety, violence, discrimination, sex work, substance users, mental health and risk for HIV/STI.
- At least two (2) years' experience with advocacy, counseling, referrals or outreach services with the transgender community.
- Demonstrated experience facilitating community groups/meetings.
- Ability to design, coordinate and implement events and organize groups of people publicly.
- Ability to work with and maintain boundaries with clients and confidential information
- Strong written and verbal communication skills
- Proficiency in Microsoft Office Programs and Graphic Design Programs.
- Possess a dynamic and vigorous approach to work and personal life.
- Is able to travel locally, nationally for conferences and meetings.
- Is able to work during weekends and weekend nights.

### **Preferred Qualifications:**

- Experience with program designing, implementation and evaluation
- Experience working with marginalized populations that experience homelessness, mental health, substance abuse, and HIV
- Fluency in English and Spanish

### **Location**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15648181>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous*

*vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*