

**HOSPITALITY HOUSE  
JOB ANNOUNCEMENT**

**TITLE:** Substitute Studio Assistant – Community Arts Program  
**REPORTS TO:** Program Manager, Community Arts Program  
**COMPENSATION:** \$16.50/hour  
**STATUS:** Substitute, non-exempt, non-union position  
**DEADLINE:** Open until filled.

**You must submit both a resume AND a cover letter to apply for this position, otherwise your application will not be considered.**

**ORGANIZATION DESCRIPTION:**

Founded in 1967, Central City Hospitality House is a progressive, community-based organization located in San Francisco's Tenderloin neighborhood that provides opportunities and resources for personal growth and self-determination to homeless people and neighborhood residents. Our mission is to build community strength by advocating policies and rendering services which foster self-sufficiency and cultural enrichment. We use a peer-based approach and encourage participation from our constituents on various levels of decision-making and service-delivery.

Hospitality House has six programs. The Tenderloin Self-Help Center and Sixth Street Self-Help Center are behavioral health-based community centers that provide a range of emergency and support services using a low-threshold, peer-based, self-help model. The Shelter Program is a small men's dormitory that provides basic emergency shelter as well as one-on-one case management. The Community Arts Program is a unique space where individuals can create, house and sell artwork, offering open studio hours, workshops, a creative writing class, and an opportunity for artists to exhibit and sell their work. The Community Building Program includes a peer volunteer training program, program activities, and the Healing, Organizing & Leadership Development Program which is a peer internship community organizing program for participants impacted by trauma. The Employment Program offers job readiness services, employment and training resources, and job search support through two neighborhood-based employment resources centers. All programs work together to provide a range of support, resources, and opportunities for people to achieve stability and self-sufficiency.

**POSITION DESCRIPTION:**

Under the supervision of the Program Manager, Substitute Studio Assistants will provide artistic access, peer counseling, and advocacy in the Community Arts Program to support artists and motivate them to create art and to improve their overall physical, emotional, and economic health. Substitute Studio Assistants will staff program activities and assure the safety and comfort of artists in their care, providing respectful, compassionate, culturally-competent, attentive treatment of artists as well as effective outreach and engagement of individuals who may have difficulty participating in program activities. Substitute Studio Assistants will also provide artistic guidance and instruction and assist in the coordination of exhibition and promotion activities for the Community Arts Program. There will be a high level of expectation placed on successful participant engagement and prompt, effective service delivery.

**QUALIFICATIONS:**

- Peer counseling experience, particularly working with diverse constituencies or relevant education
- Related arts experience in a social service environment or interest in the visual arts and active personal art practice.
- Previous personal experience with poverty, homelessness, mental illness, and/or substance use issues.
- Experience with or interest in learning about a wide range of artistic media and techniques, such as those for painting, drawing, collage, screen printing, ceramics and photography.
- Demonstrated ability to actively engage & assess people who are experiencing homelessness, active drug use, mental illness, and other barriers to stability and health utilizing the modalities of harm reduction and self-help.

- Ability to work compassionately with those who have difficulty engaging with service providers.
- Ability and skill to become familiar with all participants who regularly visit the program and to motivate and engage them into art activities and services as they are ready. Ability to develop effective relationships following the principles of harm reduction.
- Ability to effectively resolve conflicts among participants and to de-escalate potentially violent situations.
- Ability to work professionally and ethically in a team setting, including the ability to maintain a high level of confidentiality.
- Excellent interpersonal communication and active listening skills.
- Ability to attend staff meetings and trainings that are not during regular shift hours.
- Bilingual English and Spanish, Russian, Vietnamese or Chinese preferred. ☑ Portfolio of three to five works in a variety of media.

**RESUME & COVER LETTER TO:**

Please email your cover letter and resume to [personnel@hospitalityhouse.org](mailto:personnel@hospitalityhouse.org), or mail them to us at:

Hospitality House/Substitute Peer Advocate Search  
290 Turk Street  
San Francisco, CA 94102

***Please specify the position for which you are applying. Please NO PHONE CALLS or VISITS.***

Hospitality House is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, gender, sexual orientation, gender identity, national origin, religion, marital status, medical condition as defined under State law, disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, state, and/or local laws and ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.