

Job Summary:

The job of Program Specialist-CFNL was established for the purpose/s of providing coordination, training, development of programs and strategies to advance the youth development framework of the Friday Night Live (FNL) system throughout California. This includes oversight of grant writing, report writing, tool development, and evaluation activities.

Essential Functions:

- ▶ Assists marketing to a variety of potential service systems and investors for the purpose of utilizing the FNL system to achieve their goals and objectives.
- ▶ Coordinates evaluation efforts for the purpose of ensuring that processes and collaborations are in place for evaluation of programs to occur and program effectiveness is measured.
- ▶ Creates reports, presentations and trainings for the purpose of ensuring that basic youth development concepts are related throughout the state.
- ▶ Develops training materials for the purpose of assisting FNL counties in such things as establishing youth councils or chapters which implement the FNL principles.
- ▶ Facilitates meetings with statewide FNL programs and youth groups for the purpose of ensuring that appropriate materials are developed and the FNL system is educated on FNL principles and standards of practice.
- ▶ Implements FNL within the state youth development framework for the purpose of providing consistency in the framework throughout the state of California.
- ▶ Monitors program budgets and objectives and goals for the purpose of ensuring that operations and activities are implemented and are in compliance with state rules and regulations.
- ▶ Partners with statewide and community-based agencies for the purpose of building and strengthening collaborations which utilize a youth development approach.
- ▶ Provides trainings to diverse audiences for the purpose of increasing the knowledge, capacity and effectiveness of coordinators, advisors and young people.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - manage budgets;
 - present to and train adult audiences;
 - present to and train young people;
 - create youth and adult partnerships;
 - communicate effectively, verbally, and in writing;
 - facilitate the planning of training events;
 - develop, author and produce program materials;
 - facilitate groups to reach outcomes;
 - write grants;
- ▶ **Knowledge of:**
 - youth development theory;
 - alcohol and other drug prevention research;
 - presentation techniques;
 - budget/contract administration;
 - basic understanding of computers, e-mail systems, networks;
 - cultural competency concepts, developmental needs of young people;
 - the production process of large projects such as training materials development;
- ▶ **Ability to:**
 - use computers to write step-by-step training and developmental materials;
 - understand, interpret and apply federal, state, local, and county office policies, procedures, laws and regulations;
 - manage multiple high-level responsibilities and tasks;
 - work collaboratively with diverse individuals and groups, both within the organization and outside;
 - understand and translate youth development concepts;
 - work effectively with youth as partners;
 - facilitate youth-led processes with specific outcomes;
 - analyze problems and identify solutions;
 - organize and work on multiple projects simultaneously;
 - organize workload;
 - work as a member of a team;
 - travel out-of-county and overnight using own transportation.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to effect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 5% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ Bachelors degree in job-related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid CA driver's license and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

February 2008

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.