

**Job Summary:**

The job of Program Director - CFNLP was established for the purpose/s of providing oversight to the California counties implementing Friday Night Live (FNL) model programs while developing relationships with potential partners/funders. Key functions of this position include identifying and pursuing additional programmatic and funding opportunities for the FNL system, as well as developing and overseeing the implementation of programs and processes across the state.

**Essential Functions:**

- ▶ Coordinates/Oversees evaluation efforts for the purpose of ensuring that processes and collaborations are in place for evaluation of programs to occur and program effectiveness measured.
- ▶ Creates reports, presentations and trainings for the purpose of promotion and sustain ability of the FNL program.
- ▶ Develops program and budgetary proposals for the purpose of obtaining funding.
- ▶ Develops training materials for the purpose of assisting FNL counties in such things as establishing youth councils or chapters which implement the FNL principles.
- ▶ Develops/Facilitates processes and meetings with the 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.
- ▶ Develops/Implements marketing to a variety of potential service systems and investors for the purpose of utilizing the FNL system to achieve their goals and objectives
- ▶ Develops/Manages 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.
- ▶ Implements FNL within the state youth development framework for the purpose of providing consistency in the framework throughout the state of California.
- ▶ Manages the Technical Assistance system for the purpose of ensuring that Technical Assistance services are provided efficiently and effectively.
- ▶ Partners with statewide and community-based agencies for the purpose of building and strengthening collaborations which utilize a youth development approach.
- ▶ Problem solves/Troubleshoots programmatic challenges for the purpose of supporting county programs.
- ▶ 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:**
  - develop/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;
  - oversee/facilitate the planning of training events;
  - develop, author and produce program/training materials;
  - Facilitate groups to reach outcomes;
  - write/manage grants;
  - develop complex training materials on a variety of prevention topics;
- ▶ **Knowledge of:**
  - youth development theory and practices;
  - alcohol and other drug prevention research;
  - presentation techniques;
  - budget/contract administration;
  - computers, e-mail systems, networks, project software, website processes, etc.;
  - cultural competency concepts, developmental needs of young people;
  - the production process of large projects such as training materials development;
  - intergovernmental relationships/processes;
  - program evaluation;
  - Strategic Prevention Framework development and implementation;
- ▶ **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 and train others on youth-led processes with specific outcomes;
  - analyze problems, identify and implement solutions;
  - organize and work on multiple projects simultaneously;
  - organize workload;
  - work as a member of a team;
  - travel out-of-county, extensively, and overnight using own transportation;
  - manage events with a variety of levels of local authorities;
  - work with the press;
  - utilize technology and social media.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; providing information and/or advising others; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% 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.
- ▶ Masters' degree preferred.

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

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

**FLSA Status:** Exempt

**February 2012**

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.