

**Job Summary:**

The job of Program Analyst - CFNLP is done for the purpose/s of providing oversight and training to California counties implementing FNL model programs. A key function of this position is to identify and pursue additional programmatic and funding opportunities for the FNL system.

**Essential Functions:**

- ▶ Defines training and administrative material needs for the purpose of providing information and materials for training in Friday Night Live programs to coordinators, mentors, proteges, youth, and office program staff.
- ▶ Develops county agreements for the Friday Night Live program expansion and development for the purpose of maintaining consistency and to assure that counties are adhering to standards of practice and minimum performance requirements.
- ▶ Develops collaborations within the CFNLP partners, the funding source, consultants, other agencies, and local counties for the purpose of insuring funding for the program providing guidance for the various statewide projects and to assure that objectives are met.
- ▶ Generates work products with consultants, technical assistants, committees and established collaborations for the purpose of determining that training and information-gathering objectives are met.
- ▶ Monitors program expansion and development to assure that the elements meet program objectives and principles for the purpose of assuring that program components are met in accordance with current youth development research, FNL standards of practice, and appropriate program components.
- ▶ Partners with statewide and community-based agencies for the purpose of building and strengthening collaborations which utilize a youth development approach.
- ▶ Provides training, both on-site and in retreat settings for the purpose of informing and providing training for Friday Night Live programs for coordinators and young people (participants).
- ▶ Supervises expenditures of grant-related funds for the purpose of assuring compliance and maintenance of correct expenditure principles as defined by the funding source.
- ▶ Writes quarterly reports and submits invoices to the funding source for the purpose of providing assurance that standards of practice and performance objectives are being met.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - Train small groups of individuals (youth and adults);
  - Facilitate small group meetings (to youth and adults) to reach outcomes;
  - Work cooperatively and solve problems in a positive manner;
  - Create youth and adult partnerships;
  - Communicate effectively verbally and in writing;
  - Facilitate the planning of training events;
  - Work collaboratively with technical consultants;
  - Write program applications and reports.
- ▶ **Knowledge of:**
  - Youth Development Principles;
  - Alcohol and other drug prevention research, problem gambling, traffic safety and youth;
  - Cultural competency concepts, developmental needs of young people;
  - Microsoft Office Suite.
- ▶ **Ability to:**
  - Manage project goals and objectives;
  - Work collaboratively with diverse individuals and groups;
  - Work effectively with youth as partners;
  - Analyze problems and identify solutions;
  - Travel statewide;
  - Manage a significant workload;
  - Work as a member of a team.

**Working Environment:**

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

**Experience Required:**

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

**Education Required:**

- ▶ Bachelors Degree preferred.
- ▶ Related work experience may be substituted on a year-for-year basis for degree.

**Licenses and Clearances Required:**

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

October 2006

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.