

Job Summary:

Under the supervision of the County Superintendent of Schools, provide leadership, oversight, and guidance to county Friday Night Live (FNL) programs across California (currently 54 counties). This position is responsible for directing, managing, and developing all aspects of the California Friday Night Live Partnership and the Friday Night Live system.

Essential Duties:

- Collaborate with other statewide systems, organizations, and agencies for the purpose of sharing methods of implementing a youth development framework.
- Collaborate with representatives of peer-driven systems to build partnerships between the administrative office and the Friday Night Live field.
- Create a learning and working environment that enhances learning opportunities for peers to teach each other and models youth development principles.
- Design and implement an array of training institutes to promote the best prevention practices and practical applications of the FNL model and the standards of practice.
- Direct and manage the fiscal system to ensure resources are managed according to accounting principles, funding source requirements and in compliance with local, state and federal specifications.
- Develop and manage revenue sources for maintaining, developing, and fostering growth of the FNL system.
- Create and maintain partnerships design to strengthen young peoples' abilities to be active resources in their communities.
- Make public presentations to represent the CFNLP at local, state, regional, and national meetings, conferences and events.
- Manage and monitor contacts and consultant services with professional consultants for the benefit of the FNL system.
- Prepare reports and data as required to comply with local, state, and federal policies, regulations, and directives.
- Provide oversight of FNL's conceptual model and ensure consistency with the mission, youth development principles, best prevention practices, current research, and evaluation methodologies.
- Provide direction and leadership to enhance the cultural competency of the FNL system.
- Supervise, guide, support, train and evaluate assigned staff, youth interns and volunteers.
- Understand the political dynamics of various organizations for the purpose of integrating appropriate issues, ideas, and concerns into the development of FNL.
- Work and partner with various federal, state, and local public and private agencies and organizations, e.g., the California State Department of Alcohol and Drug Programs, the County Alcohol and Drug Program Association of California, the California Friday Night Live Collaborative, and the Youth Leadership Institute for the purpose of defining collaborative opportunities.
- Perform other related duties, as assigned.

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

- facilitate small and large groups;
- supervise and motivate staff, volunteers, and interns;
- create youth and adult partnerships;
- communicate effectively, verbally, and in writing;
- manage multiple tasks, projects, and funding sources;
- develop, write, and produce complex program and training materials on a variety of prevention topics;
- appropriate use of English word usage, spelling, grammar, syntax and punctuation;
- operate a computer and utilize a variety of applicable programs.

Knowledge of:

- youth development theory and practice;
- group processes and dynamics;
- organizational and systems theory;
- learning methods for youth and adults;
- methods of effective presentations;
- alcohol, tobacco, and other drug prevention strategies;
- budget/contract administration;
- computers, email systems, networks, project software, website processes, etc.;
- cultural competency concepts, developmental needs of young people;
- intergovernmental relationships/processes;
- program evaluation;
- Strategic Prevention Framework development and implementation;

Ability to:

- prepare and deliver presentations;
- 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;
- facilitate and train others on youth-led processes with specific outcomes;
- 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; managing a department and assigned staff; 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 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Five years of experience in planning, developing, and implementing youth programs, projects, and ideas.
- Three years of supervisory experience required.

Education Required:

- Bachelors' degree in business, communications, public relations, or related field;
- Masters' degree preferred.

Other Requirements:

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

July 2024

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.