

JOB DESCRIPTION

Job Title: Program Coordinator, CFNLP (2967)

Job Summary:

Under the supervision of the director of the program and/or designee, provide 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 Duties:

- Coordinate and oversee evaluation efforts that measure collaboration and program effectiveness.
- Create reports, presentations, and trainings that promote the FNL program.
- Develop program and budgetary proposals to seek out and obtain funding.
- Develop training materials to assist FNL counties in such things as establishing youth councils or chapters which implement the FNL principles.
- Establish and implement processes and meetings with the statewide FNL programs and youth groups to educate the FNL system on principles and standards of practice.
- Develop and implement marketing to a variety of potential service systems and investors for the purpose of utilizing the FNL system to achieve their goals and objectives.
- Develop, manage, and maintain program budgets and objectives and goals to ensure that operations and activities are implemented and are in compliance with state rules and regulations.
- Implement FNL within the state youth development framework to provide consistency in the framework throughout the state of California.
- Manage the Technical Assistance system to ensure services are provided efficiently and effectively.
- Partner with statewide and community-based agencies to build and strengthen collaborations which utilize a youth development approach.
- Problem solve/troubleshoot programmatic challenges to support county programs.
- Provide trainings to diverse audiences for the purpose of increasing the knowledge, capacity and effectiveness of coordinators, advisors, and young people.
- Perform other related duties, as assigned.

Skills, Knowledge and/or Abilities Required:

Skills to:

- develop/manage budgets;
- present to and train adult and student audiences;
- create youth and adult partnerships;
- communicate effectively, verbally, and in writing;
- oversee/facilitate the planning of training events;
- facilitate groups to reach outcomes;
- write/manage grants;
- 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 practices;
- alcohol and other drug prevention research;
- presentation techniques;
- budget/contract administration;
- computers, email systems, networks, project software, website processes, etc.;
- cultural competency concepts, developmental needs of young people;
- 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;
- facilitate and train others on youth-led processes with specific outcomes;
- analyze problems, identify and implement solutions;
- organize and work on multiple projects simultaneously;
- 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:

- Five years of experience in youth and/or education program coordination or related experience;
- Two 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.