

Job Summary:

The Training Coordinator will develop, coordinate, and implement training for statewide Friday Night Live and Tobacco Use Prevention Education (TUPE) programs. They will develop training materials and content to provide one to one capacity building to support the success of grants provided through this office. Supervises staff as assigned. This is a grant funded position.

Essential Functions:

- Assess technical assistance needs of county FNL and TUPE programs.
- Identify capacity gaps and create training content and materials accordingly.
- Develop materials, training content, and tools to support the success of county FNL and TUPE programs.
- Provide training using a variety of modalities, including in-person and virtual platforms.
- Collect and analyze data to complete quarterly and annual reports.
- Research emerging issues related to youth development, youth prevention and tobacco/vaping.
- Build relationships with county FNL and TUPE Coordinators
- Provide leadership and direction to the California Youth Council.
- Attend regional and state meetings and conferences.
- Identify and work with tobacco experts outside of the FNL field.
- Additional duties as assigned.

Knowledge, Skills and/or Abilities:

- **Skills/Abilities to:**
 - Interpret federal, state, and local regulations and statutes.
 - Collect and analyze program data.
 - Use a variety of software and web platforms.
 - Prepare complex reports from a variety of information sources on the status of program implementation.
 - Communicate clearly, concisely and professionally both orally and in writing.
 - Develop and present training in-person, through web platforms and individually.
 - Assist in monitoring program implementation in a variety of settings and propose strategies to correct identified problems.
 - Work with diverse populations.
 - Assist in coordinating functions and activities between the program and outside entities.
 - Assist in planning activities for the program to create goals, objectives and strategies.
 - Lead a state level youth council.
 - Work evenings and weekends as needed.
 - Ability to work remotely as needed.

- **Knowledge of:**
 - Youth development theory, principles and practices.
 - Youth Alcohol Tobacco & Other Drug prevention strategies.
 - Report writing and generation.
 - Workshop presentation strategies.
 - Training development and delivery.

Work Environment/Physical Abilities: Office environment. Traveling throughout California when necessary. Sitting and standing for extended periods of time. Regularly lift and/or move up to 10 pounds. Occasionally lift and/or move up to 25 pounds. Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Education & Experience Required:

- Bachelors degree required.
- Five (5) years or any combination of experience that includes training and would likely provide the required knowledge and skill, is qualifying.

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

- Valid California Driver's License, Liability Insurance, and vehicle to use on the job must maintain liability insurance on personal vehicle used for business purposes.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

July 2022

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.