

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:

s in such things as establishing youth councils or chapters which
ys with the statewide FNL programs and youth groups to educate
practice.
f potential service systems and investors for the purpose of
nd objectives.
ts and objectives and goals to ensure that operations and
e with state rules and regulations.
ent framework to provide consistency in the framework throughout
sure services are provided efficiently and effectively.
encies to build and strengthen collaborations which utilize a youth
enges to support county programs.
urpose of increasing the knowledge, capacity and effectiveness of

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nd training materials on a variety of prevention topics;
grammar, syntax and punctuation;
cable programs.

ftware, website processes, etc.;
eeds of young people;
ning materials development;

nd 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: