Tulare County Office of Education
JOB DESCRIPTION **Job Title:** ***Project Coordinator - CFNLP (2994)***

Job Summary:
The job of Project Coordinator - CFNLP is done for the purpose of providing Supervision to management and classified staff under the direction of the Administrator; providing coordination, training, development of programs and strategies to advance the youth development framework of the Friday Night Live (FNL) system throughout California. This includes oversight of evaluation activities, grant writing, report writing and tool development.

Essential Functions:
- Supervises management and classified staff for the purpose of ensuring that work production and time lines are met according to overall project goals.
- Coordinates CFNLP evaluation efforts for the purpose of ensuring that processes and collaborations are in place for evaluation of programs to occur and program effectiveness is measured.
- Creates reports, presentations, program evaluations, and trainings for the purpose of ensuring the basic youth development concepts are related throughout California.
- Implements Friday Night Live within the state youth development framework for the purpose of providing consistency in the framework throughout the State of California.
- Manages program budgets for the purpose of ensuring that operations are implemented within budget and are in compliance with funding regulations.
- Manages/develops training materials for the purpose of assisting local counties in establishing youth councils which implement the FNL principles.
- Monitors contracts for the purpose of ensuring that the compliance of state rules and regulations are met.
- Partners with statewide and community-based agencies for the purpose of building and strengthening collaborations which utilize a youth development approach.
- Facilitates meetings with statewide FNL programs for the purpose of insuring appropriate materials are developed and the FNL system is educated on FNL principles.
- Provides trainings to diverse audiences for the purpose of increasing the knowledge, capacity, and effectiveness of coordinators, advisors, and young people.

Skills, Knowledge and/or Abilities:
- **Skills to:**
  - write grants and performance reports;
  - supervise and motivate staff;
  - manage budgets;
  - present to and train adult audiences;
  - present to and train young people;
  - create youth and adult partnerships;
  - communicate effectively verbally and in writing;
  - facilitate the planning of training events;
  - develop, author, and produce program materials;
  - facilitate groups to reach outcomes.
- **Knowledge of:**
  - staff supervision principles;
  - budget/contract administration;
  - youth development theory;
  - alcohol and other drug prevention research;
  - the production process of large projects such as training materials development;
  - basic understanding of computers, e-mail systems, networks;
  - cultural competency concepts, developmental needs of young people;
  - presentation techniques.
- **Ability to:**
  - manage multiple high-level responsibilities and tasks;
  - analyze problems and identify solutions;
  - organize and work on multiple projects simultaneously;
  - organize workload of self and others; travel out-of-county and overnight using own transportation with mileage reimbursed;
  - use computers to write step-by-step trainng and developmental materials;
  - understand, interpret and apply federal, state, local, and county office policies, procedures, laws, and regulations;
  - work collaboratively with diverse individuals and groups, both within the organization and outside;
  - understand and translate youth development concepts;
  - work effectively with youth as partners;
  - facilitate youth-led processes with specific outcomes.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; directing other persons within a department, large work unit and/or across several small work units; and determining the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to impact the organization's services.

Experience Required:
- Job-related experience within specialized field with increasing levels of responsibility is required.
- Three years of experience in a management position.

Education Required:
- Bachelors degree.

Licenses, Certificates, Clearances, Testing and/or Bonding Required:
- Valid California drivers license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt **May 2008**

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.