

JOB DESCRIPTION

Job Title: Grant Coordinator - CFNLP (9859)

Job Summary:

The job of Grant Coordinator - CFNLP was established for the purpose/s of planning, developing, and implementing the policies, regulations, guidelines, and procedures pertaining to grants awarded to the Tulare County Office of Education - CFNLP program areas; to serve as a resource to county personnel, the Friday Night Live (FNL) statewide system, partner organizations, and funding agencies pertaining to the state-funded program; to assist in the development, preparation and distribution of program information, and materials; and to do other related functions as directed.

Essential Functions:

- Aids in the planning, organization, and coordination of grantee development workshops, technical assistance to both youth and adults, and a variety of other functions and activities for the purpose of ensuring the successful implementation of mini grant projects.
- Assists in planning, organizing, and coordinating program requirements for the purpose of fulfilling the goals and objectives of the grant.
- Assists in the planning, organization, and implementation of project evaluation and assessment processes for the purpose of evaluation and monitoring outcomes.
- Confers/Counsels/Advise with administrative and programmatic personnel and sub-contractors for the purpose of supporting implementation of grants.
- Supports, provides and participates in local, regional, and statewide trainings, for the purpose of fulfilling goals and objectives.
- Performs a variety of communication and presentation functions for the purpose of fulfilling grant goals, objectives, and requirements.
- Learns to Plan/Organize/Develop specially funded grant proposals for the purpose of securing funding to support FNL statewide programs.
- Pursues needs assessments and aids in the development of the goals and objectives for the purpose of responding to grant proposals.
- Researches/Reviews/Seeks out private, state and federal funding sources for the purpose of ensuring ongoing coordination of the CFNLP in support of FNL programs.
- Reviews/Analyzes evaluation and assessment documentation for the purpose of recommending revisions to grant processes and procedure.
- Reviews/Investigates/Offers recommendations pertaining to the requisition and purchase of training materials and equipment for the purpose of ensuring grant compliance.
- Serves as the liaison to county, state, and federal agencies responsible for project guidelines for the purpose of ensuring compliance to procedures and funding requirements.
- Works closely with support and ancillary staff members in the development of training materials, meetings and products, for the purpose of meeting federal and state guidelines and providing appropriate services to the statewide FNL network and subcontracting agencies.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - perform decision analysis and make decisions of considerable consequence;
 - apply and interpret data, facts, procedures, and policies;
 - communicate frequently with managers, internal staff and sub-contractors to communicate information, data, and alternative problem solutions;
 - coordinate programs;
 - communicate effectively, orally, and in writing;
 - gain cooperation through discussion.
- **Knowledge of:**
 - grant sources, application preparation and monitoring;
 - subject matter commonly associated with prevention services, particularly in the area of youth development, public health and environmental prevention;
 - modern office procedures and equipment;
 - research techniques, strategies, and procedures;
 - proper English grammar, punctuation, and sentence structure.

• **Ability to:**

- provide support in the coordination and development of creative and innovative programs and projects;
- analyze, evaluate and assess the programs;
- plan, organize and develop research and survey techniques;
- participate in the evaluation and assessment of the program;
- effectively serve as a resource to administrative and programmatic personnel and sub-contractors;
- communicate effectively in oral and written English;
- understand and carry out oral and written directions with minimal supervisory control;
- evaluate staff for program purpose;
- meet deadlines;
- work a schedule that includes occasional evenings and weekends;
- travel in- and out-of-county using own vehicle.

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to 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 significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be possession of a Bachelor's degree from an accredited college or university and five (5) years of increasingly responsible experience, preferably in grant management.

Education Required:

- Bachelor's degree from an accredited college or university.

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: *Exempt*

April 2021

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.