



TGR FOUNDATION
A TIGER WOODS CHARITY

JOB TITLE: Program Coordinator
LOCATION: Anaheim, CA
SALARY: Commensurate with experience
STATUS: Full Time

ORGANIZATION:

At TGR Foundation, we empower students to pursue their passions through education and envision a world where opportunity is universal and potential is limitless. Our programs foster a growth mindset, instilling in students the strength and skills to persevere and define their own path. TGRF offers opportunities for first-generation and students from marginalized communities to thrive in school and beyond through our award-winning programs. The Earl Woods Scholar Program is an unparalleled network for students providing admissions counseling, financial assistance, professional mentors, specialized internships and career development. As a result of our individualized support services, our bright scholars are succeeding at universities such as Brown, Morehouse, UCLA, Duke, NYU and Harvard.

POSITION DESCRIPTION:

Under the supervision of the Earl Woods Scholar Program (EWSP) Senior Program Manager, the Program Coordinator is an entry-level position responsible for assisting in the development of comprehensive student services and activities. This position will work with young people and parents to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution and provide academic advisement and other services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Organizes and provides group and one-on-one guidance and mentoring support for young people in the areas of academic achievement, college and career awareness/readiness, school success and life skills.
- Designs and implements a wide range of in-person and virtual instructional activities, materials, programs, services and strategies in classrooms, seminars, workshops and summer programs to use with individuals as well as small and large groups.
- Plans and conducts college tours, cultural activities and workshops.
- Provides information about financial aid and postsecondary programs while assisting students in applying.
- Assists EWS Senior Program Manager in overseeing high school college access, career readiness and scholarship programs at the TGR Learning Lab.
- Promotes, supports and encourages student participation in all college access activities and services.



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- Communicates directly with parents/guardians on a regular basis.
- Prepares and maintains accurate data, records and student files to document all activities conducted and services provided.
- Maintains and develops close relationships with high school counselors and personnel.
- Travel may be required.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree
- Fluency in Spanish and English both written and oral, highly desirable
- Training and/or understanding of retention issues in higher education, highly desirable
- Experience working with young adults, career professionals and disadvantaged populations
- Familiar with virtual tools such as: Microsoft Office Suite, Zoom and Google Classroom
- Must be able to work independently and take initiative

TO APPLY:

Send an electronic cover letter and résumé to Yvonne Tello (ytello@tgrfoundation.org)

*No phone calls please. TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.