

TGR FOUNDATION
A TIGER WOODS CHARITY

JOB TITLE: **Manager, Earl Woods Scholar Program
High School/Community Outreach**

LOCATION: Anaheim, California

SALARY: Commensurate with experience

STATUS: Full Time

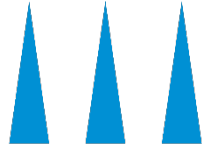
OVERVIEW:

The Earl Woods Scholar Program Manager reports to the Sr Program Director, EWSP Manager and is responsible for the overall project management and development of the high school scholar and community outreach programming in the areas of college access and career readiness – for TGR Foundation.

This position will work with college and career professionals, young people, parents and the community to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution or enter the workforce. Other areas of responsibility include student retention, first-generation student support, student and alumni services, collaboration and curriculum development. The successful candidate will be forward thinking, strategic, entrepreneurial, highly collaborative, and skilled at establishing and maintaining strategic relationships with key stakeholders.

JOB RESPONSIBILITIES:

- Oversees high school college access, career readiness and scholarship programs at the TGR Learning Lab, including supervising staff
- Organizes and delivers college access programming at school and community-based events
- Plans and coordinates college access and career readiness events including evenings and Saturdays
- Oversees the coordination and supervision of College Bound Academy summer program
- 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.
- Promotes, supports and encourages student participation in all college access activities and services.



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- Understands and communicates with young people and adults of different racial and cultural backgrounds
- College access curriculum development. Solid writing skills and the ability to write for a variety of audiences.
- Maintains and develops close relationships with high school counselors, admissions officers, and personnel.
- Strong communication skills; communicates directly with a variety of stakeholders (i.e., professionals, educators, students, parents/guardians) on a regular basis.
- Prepares and maintains accurate data, records and student files to document all activities conducted and services provided.
- Travel may be required.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

- Bachelor degree preferred or an equivalent combination of skills, training and experience;
- 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 marginalized populations;
- Impeccable interpersonal, presentation, organizational and verbal/written communication skills;
- Creative and good problem solver;
- Ability to prioritize and exercise good judgement
- Advanced computer skills and technology experience, including with Microsoft Office Suite, Zoom and Google Classroom
- Able to handle confidential matters
- Must be able to work independently and take initiative
- Support TGR Foundation mission, vision and core values.

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 each, and every job responsibility. Because job content may change from time to time, the TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.