

TGR FOUNDATION
A TIGER WOODS CHARITY

JOB TITLE: Program Coordinator
LOCATION: Washington, D.C.
STATUS: Full Time – Hybrid (remote and in-person)

ORGANIZATION:

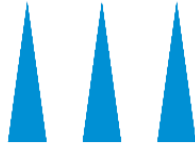
For 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached two million youth worldwide.

POSITION DESCRIPTION:

The Earl Woods Scholar Program is an unparalleled network providing admissions counseling, financial assistance, dedicated mentors, specialized internships, career development and vital workshops. Receiving individualized support, our bright young scholars, are succeeding at universities such as Georgetown, Morehouse, UCLA, Lehigh, NYU and Harvard. Under the supervision of the Earl Woods Scholar Program (EWSP) Senior Director, the Program Coordinator is an entry-level position responsible for assisting in the development of comprehensive 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, enroll in a post-secondary institution and receive academic advisement and learn about other support services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in overseeing high school college access and scholarship program in the DC region.
- Promote, support and encourage student participation in all college access activities and services.
- Provides information about financial aid and postsecondary programs while assisting students in applying.
- Organizes and conducts college tours, cultural activities and workshops.
- Advises, organizes and carries out academic and career decision making activities for youth.
- Design and implement a wide range of instructional activities, materials, programs, services and strategies in classrooms, seminars, workshops and summer programs to use with individuals, small groups and whole classes.



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- Provides counseling, guidance and mentoring support for young people in areas of academic achievement/opportunities, college awareness/readiness, school success and life skills (organization skills, time management, individual and social responsibility, and work ethic), career plans.
- Contact and communicate directly with parents/guardians on a regular basis.
- Identify unique student needs and collaborate with other team members
- Assists with developing and overseeing the scholar portal and database management system.
- Prepares and maintains accurate data, records and student files to document all activities conducted and services provided.
- Maintain and develops close relationships with high school personnel.
- Stays up to date on changes within the college-access and higher education landscape through professional development webinars and workshops.
- Travel may be required.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree
- Fluency in Spanish and English both written and oral, desirable
- Training on retention issues in higher education, desirable
- Experience working with young adults, career professionals and disadvantaged populations
- Advanced computer skills and technology experience, including with Microsoft Office Suite
- Must be able to work independently and take initiative

TO APPLY:

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