## **Job Title**:Business Administration Assistant

**Location:** Irvine, CA

**Status:** Non-Exempt

**ORGANIZATION:**

For more than 25 years, TGR Foundation (“TGRF”) 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. Since its launch in 1996, TGR Foundation’s education and outreach programs have impacted over two million youth worldwide. Its new Pathways Forward initiative will provide support to enhance current education programs while expanding resources to more students on their pathways to college and career success. For more information visit TGRFoundation.org

**JOB DESCRIPTION:**

TGR Foundation is seeking a motivated and organized Business Admin Assistant to support the entire office needs as assigned and direct support of the EVP. Reporting to the Director, Administration this full-time position will focus on supporting a variety of administrative functions including handling agreements files, reports, creating presentations, and supporting office policies and procedures. This position requires an energetic professional who doesn't mind wearing multiple hats, is well organized, flexible and enjoys the administrative challenges of interfacing with all staff, executives, board members and donors of the Foundation.

**DUTIES & RESPONSIBILITIES:**

* Track for mandatory compliance trainings
* Support insurance related administration
* Administer and track grant awards and administration for the organization
* Assist with preparation financial reporting and processing
* Responsible for coordinating meeting plans, notes, and updates
* Support contracts, office vendors, accounts, and leases
* Provide direct administrative support for EVP
* Support data management in Salesforce CRM database
* Research industry trends to evaluate areas for growth and improvement
* Prepare presentations, reports, correspondence, and other key documents
* Assist with in-office administrative duties including mailings
* Aid with general business-related operations and management of office
* Other duties/special projects/support as assigned
* Support the maintenance of the organizational Microsoft SharePoint
* Assist in workflow efficiencies alongside the EVP or Directors needs
* Provide support for special events at the learning labs as needed
* Other office duties/special projects/support as assigned
* Travel as needed and may be up to 3-5 times a year

**QUALIFICATIONS:**

Education: Bachelor’s degree

Skills: Excellent oral and written communication skills

* + - Team player and able to multi-task
		- Attention to detail and ability to prepare documents and
		- correspondence accurately
		- Organized and good problem solver
		- Must be comfortable working in an office environment
		- Experience Microsoft Office and Adobe Acrobat
		- Excellent data entry skills and willingness to learn CRM
		- Ability to maintain confidentiality with sensitive information

**TO APPLY:** Please submit a cover letter and resume as a single PDF to ytello@tgrfoundation.org

The TGR Foundation is proud to be an Equal Opportunity Employer.