



JOB TITLE: Program Administrative Assistant – Earl Woods Scholar Program
LOCATION: Anaheim, CA
STATUS: Full Time

ORGANIZATION:

For more than 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students connect passion with purpose through signature programs focused on in-person project-based learning, skills development, college access, career preparation and educator professional development. For more information visit TGRFoundation.org or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

POSITION DESCRIPTION:

TGR Foundation is seeking a motivated and organized Program Admin Assistant to support the Earl Woods Scholar Program. Reporting to the Earl Woods Scholar Program (EWSP) Senior Director, this full-time position is responsible for developing and maintaining operational excellence with staff, students, mentors and community members, and will focus on supporting a variety of administrative functions and department policies and procedures. The individual selected will enjoy an exceptional professional opportunity of supporting multi-regional programs for students to deliver high-quality college access, career readiness and workforce preparation.

This position is uniquely suited to those who love to thrive in an environment that prepares students for postsecondary completion and workforce entry success.

DUTIES & RESPONSIBILITIES:

- Use excellent communication skills to clearly and effectively communicate information to internal and external audiences, client groups and management
- Manage all aspects of day to day administrative department functions including, but not limited to: organization of digital files and supplies, budget reports, scholar travel, event registration and scheduling
- Manage scholar program databases and support data management
- Generate summaries and reports following EWSP events through event and participant data
- Order and inventory control of program related supplies
- Provide administrative support to EWSP staff, as requested
- Respond to EWSP inquiries and interact effectively with staff, students, mentors, volunteers and the general public



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- Contact and communicate directly with scholars on a regular basis
- Identify unique student needs and collaborate with other team members
- Responsible for coordinating meeting and event plans, notes and updates
- Assist with in-office administrative duties including mailings
- Aid with general business-related operations and management of program
- Assist in workflow efficiencies alongside the Directors needs
- Provide support for workshops, special events and programming as needed
- Other office duties/special projects/support as assigned
- May require some limited travel

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree preferred or an equivalent combination of skills, training and experience
- Excellent oral and written communication skills
- Collaborates well in a team and able to multi-task
- Attention to detail and ability to prepare documents and correspondence accurately
- Organized and good problem solver
- Fluency in Spanish and English both written and oral, desirable
- Must be able to work independently and take initiative and comfortable working in an office environment
- Able to work evenings and occasional weekends
- Experience Microsoft Office applications and Adobe Acrobat
- Excellent data entry skills and willingness to learn CRM and web-based programs
- Ability to maintain confidentiality with sensitive information

TO APPLY:

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

TGR Foundation is proud to be an Equal Opportunity Employer