



JOB TITLE: Student Outreach and Support Manager
LOCATION: Anaheim, California
STATUS: Full-Time (paid vacation and benefits)
SALARY: \$55,000 – \$65,000

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](#).

The TGR Foundation is recruiting a **Student Outreach and Support Manager** to work in a unique learning program at the TGR Learning Lab in Anaheim, California. The individual selected will enjoy an exceptional professional opportunity to provide support for an innovative Learning Lab concept that will serve as a model for other communities. If you love to explore new ideas and thrive in an environment that prepares young people for a future career, then check out this career opportunity.

POSITION DESCRIPTION:

The **Student Outreach Support Manager** will report to the Senior Manager of Instructional Programs and will be responsible for planning, organizing, recruiting, implementing, and/or evaluating activities and events for students. This position is also responsible for overseeing part-time Academic Support staff. In addition, this position requires you to work closely with program staff in all activities that include or impact student programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Organizes and delivers student recruitment at schools and community-based events;
- Oversees the development of student recruitment and retention strategies for full enrollment in a session;
- Coordinates onsite TGR Learning Lab recruitment events held throughout year;
- Visits middle schools and high schools and speaks to groups and individual students including classroom presentations, and meets with school staff to promote TGR Learning Lab program and activities;
- Creates and distributes resource materials for student recruitment and retention programs; analyzes trends in recruitment and retention programs;
- Prepares written communications and promotional materials;
- Meets or exceeds student enrollment and retention program metrics each term;
- Guides and monitor students' program participation and attendance;



TGR FOUNDATION

- Communicates with families and students over the course of the session to keep enrollment at capacity;
- Supports in the hiring and development of Academic Support staff including interview, onboarding overview of TGR Learning Lab program, supervise and evaluate staff;
- Oversees Academic Support including supervising part-time staff and monitoring and supporting students in Academic Support area;
- Provides support to administration and instructors;
- Using communication tools and protocol, share relevant information with other key stakeholders;
- Serves as a liaison to develop partnerships between local junior high and high schools and school-based committees;
- Serves as a liaison and spokesperson to the community and agencies regarding assigned TGR Learning Lab programs and activities;
- Understands and communicates with children and adults of different racial and cultural backgrounds.

EDUCATION, EXPERIENCE & SKILLS:

The Student Outreach and Support Manager preferably will have past involvement in educational programs for youth. In addition to:

- Able to work Monday-Friday 9:30 a.m. to 6:30 p.m. year-round and occasional weekends;
- Bachelor degree or an equivalent combination of skills, training and experience;
- Valid driver's license and/or a means of reliable transportation;
- Demonstrated experience in facilitating presentations for youth;
- Experience in managing and overseeing staff;
- Proficient computer skills, including knowledge and application of MS Office;
- Impeccable interpersonal, presentation, organizational and verbal/written communication skills;
- Provide leadership that promotes collaborative planning and innovative thinking
- Ability to work as a team and in a fast-paced environment;
- Support TGR Foundation mission, vision and core values.

TO APPLY:

Please submit a cover letter and résumé as a single PDF to Yvonne Tello at ytello@tgrfoundation.org.

Applications without a cover letter will not be considered.

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, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.