



**JOB TITLE:** Manager, Community Outreach

**LOCATION:** Philadelphia, PA – (Hybrid)

**STATUS:** Full Time (Exempt)

**SALARY & BENEFITS:** \$65,000 plus a comprehensive benefit package

## **TGR FOUNDATION**

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 readiness and educator professional development. For more information, visit [tgrfoundation.org](http://tgrfoundation.org) or connect with the organization on [Facebook](#), [Twitter](#) and [Instagram](#).

## **OVERVIEW**

The Community Outreach Manager will report to the Executive Director and will be responsible for planning, organizing, recruiting, implementing, and/or evaluating activities and events for students. In addition, this position is required to work closely with program staff in all activities that include or impact student programs.

## **KEY RESPONSIBILITIES**

- Establish and maintain strong partnerships with local schools, universities, community organizations, and relevant stakeholders to enhance program visibility and engagement.
- Lead the creation and implementation of the following focus groups: student, parent, and community - to gather insights and feedback, ensuring that programs are aligned with community needs and aspirations.
- Design and organize outreach events, workshops, and presentations to educate stakeholders about the benefits and opportunities provided by TGR Foundation.
- Lead a team of outreach coordinators and volunteers, providing guidance, training, and support.
- Register students and families by collecting information and recording it into our database.
- Monitor and evaluate the success of outreach initiatives, collecting data and feedback to measure impact and inform continuous improvement efforts and prepare regular reports for senior leadership detailing outreach activities, outcomes, and recommendations for future initiatives.
- Represent TGR Foundation at community events, conferences, and relevant forums to establish the foundation as a leader in STEAM education by being active and visible.
- Stay informed about industry trends, education policies, and community needs related to STEAM education, integrating relevant insights into outreach strategies.



- Collaborate with the MARCOMS team to oversee the development of informational materials, i.e. brochures, presentations, and online content on various media platforms, including social media, websites, and press releases.
- Develop and manage an outreach budget, ensuring effective allocation of resources to maximize outreach impact.

## **REQUIREMENTS**

### **Experience**

- The Community Outreach Manager preferably will have past involvement in educational programs for youth.
- Able to work flexible hours Monday-Friday including evenings, year-round and occasional weekends.
- Bachelor's degree or an equivalent combination of skills, training and experience.
- Valid driver's license and/or a means of reliable transportation.

### **Skills**

- 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 the following materials via email to Yvonne Tello ([ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org)):

- Cover Letter
- Resume

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 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.*