

TGR FOUNDATION

JOB TITLE:	Program Coordinator
LOCATION:	Philadelphia, PA
STATUS:	Full Time – Hybrid (remote and in-person)
SALARY:	\$45,000-\$51,000

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](#), [X \(Twitter\)](#) and [Instagram](#).

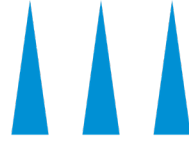
POSITION DESCRIPTION:

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) Vice President, this full-time position is responsible for the overall project management and development of the college scholars – for TGR Foundation.

This position will work with college and career professionals, young people, parents and the community to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution. Other areas of responsibility include student retention, first-generation student support, student and alumni services, collaboration and curriculum development. The successful candidate will be forward thinking, strategic, entrepreneurial, highly collaborative and skilled at establishing and maintaining rapport and positive relationships.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in overseeing high school college access and scholarship program in the Philadelphia and Washington DC, Maryland and Virginia (DMV) regions.
- 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.

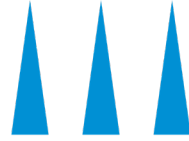


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- Organizes and conducts college tours, cultural activities and workshops.
- Advises, organizes and carries out academic and career decision making activities for youth.
- Design and implement a wide range of instructional activities, materials, programs, services and strategies in classrooms, seminars, workshops and summer programs to use with individuals, small groups and whole classes.
- 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 will be required.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree required
- Fluency in Spanish and English both written and oral, desirable
- Experience working with students from diverse cultural and economic backgrounds and knowledgeable about the first-generation college student experience
- Ability to develop long term rapport with students, their families and school/career professionals
- Training and/or understanding of retention issues in higher education, highly desirable
- Effective written and verbal communication; strong interpersonal and organizational skills
- Ability to track and report on program measures and outcomes
- Takes initiative and able to work on multiple projects to effectively meet deadlines
- Advanced computer skills and technology experience, including with Microsoft Office Suite, Google Forms, Zoom, CRM database and Adobe Acrobat



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- Able to handle confidential matters
- Support TGR Foundation mission, vision and core values

TO APPLY:

Please submit a cover letter and résumé as a single PDF to Cristina Fernández at cfernandez@tgrfoundation.org.

Applications without cover letters 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.