



**JOB TITLE:** Program Manager, Career Development and Alumni Relations  
**LOCATION:** Anaheim, California  
**STATUS:** Full Time  
**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](http://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 Dartmouth. Under the supervision of the Earl Woods Scholar Program (EWSP) Director, this full-time position is responsible for the overall project management and development of the career development and alumni programs for TGR Foundation.

This position will work with college and career professionals, young people, mentors and the community to provide support and guidance as scholars complete a post-secondary program and enter the workforce. 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:**

- Oversees alumni relations, career development and planning process, and making the transition from school to career for scholars
- Design and implement a wide range of in-person and virtual instructional activities, materials, programs, services and strategies in classrooms, seminars and workshops to use with individuals as well as small and large groups
- Support data and case management collection and reporting
- Plans and coordinates in-person and virtual scholar/alumni events and webinars including evenings and Saturdays
- Generate summaries and reports following EWSP events through event and participant data
- Advise scholars and alumni through career coaching via appointments with individuals, online assistance and regularly scheduled workshops with groups; provide case management and communication to mentors



- Assist with career exploration, internship and job search needs, and distributes information on internships, summer employment and enrichment opportunities
- Develop a quarterly newsletter for scholars and alumni
- Develop web and print materials to educate scholars, mentors, alumni and families on career-related topics
- Develop content and resources, post upcoming events and job/internship opportunities on EW Scholar Connect for scholars and alumni, including overseeing the ambassadors
- Provide direct advice to third and fourth year scholars on a range of issues including, but not limited to, academic progress, academic support, academic program policies, academic opportunities, resumes, career plans, in order to assist them in making appropriate choices and decisions
- Reconcile complex issues and resolve multi-dimensional matters including students in crisis, at risk, or who have other program issues; counsel scholars and alumni on sensitive, confidential, and/or complex issues
- Order and inventory control of program related supplies
- Travel may be required
- Performs other duties as assigned

#### **EDUCATION, EXPERIENCE & SKILLS REQUIRED:**

- Bachelor's degree
- Fluency in Spanish and English both written and oral, desirable
- Training and/or understanding of retention issues in higher education, highly desirable
- Experience working with young adults, career professionals and disadvantaged populations
- Knowledge on internship/job search engines and aware of changes within job market
- Impeccable interpersonal, presentation, organizational and verbal/written communication skills
- Creative and good problem solver
- Ability to prioritize and exercise good judgement
- Advanced computer skills and technology experience, including with Microsoft Office Suite, Zoom and Adobe Acrobat
- Able to handle confidential matters
- Must be able to work independently and take initiative

#### **TO APPLY**

Please submit a cover letter and resume as a single PDF to Cristina Fernández at [cfernandez@tgrfoundation.org](mailto: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.