



JOB TITLE: Director, Career Connected Learning Programs – Southern California
LOCATION: Anaheim, CA
STATUS: Full Time (Exempt)
SALARY: \$80,000 – \$100,000

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 positively impacting the lives of youth from under-resourced communities, its mission is to empower students to pursue their passions through education. TGR Foundation helps students learn, grow and prepare for their futures through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health, well-being, college access and career readiness. For more information visit TGRFoundation.org or connect on Facebook, Twitter and Instagram.

JOB SUMMARY:

Reporting to the Senior Executive Director of Anaheim with support and input from the Senior Vice President of Programs, the Director of Career Connected Learning Programs ("Director") will lead career-connected learning initiatives in Southern California, focusing on expanding outreach and impact while ensuring student outcome goals are achieved. The Director will bring strategic vision, entrepreneurial thinking and collaboration skills, with a proven ability to attract and retain teens in the Learning Lab. Passionate about education and youth empowerment, the Director must demonstrate leadership, innovation and success in driving program vision.

The Career Connected Learning Program bridges K-16 education, industry partnerships and out-of-school learning, empowering teens to discover their passions, build critical skills and create actionable future plans. The Director will develop, oversee and teach immersive, real-world programs for middle, high school and post-secondary students to prepare them for the workforce and to become community leaders.

JOB RESPONSIBILITIES:

Program Development, Management and Implementation

- Contribute to the development of a multi-year plan, creating and delivering programs in the Learning Lab, local schools and with industry partners, aligned with TGR Foundation's Career Connected Learning model.
- Recruit and retain teens from TGR Learning Lab Programs, local schools and the community, ensuring consistent engagement through graduation.
- Design and deliver engaging, comprehensive programs within our Teen Career Readiness Strategy focused on initiatives in "learning about work," "learning through work," and "learning at work," including our career explorer programs, industry challenge programs and other initiatives in partnership with local school districts and industry partners.
- Develop, oversee and teach new programs and workshops at the TGR Learning Lab in Anaheim with the aim of creating new members (particularly amongst teenagers).
- Support the development, implementation and delivery of career connected activations in Los Angeles in support of the pre-launch year of the TGR Learning Lab Los Angeles.

- Support career coaching to scholars and alumni through group workshops and online support.

Team and Systems Management

- Recruit, select, train, develop, supervise and retain a team of Advisors to case manage cohorts of high school students, ensuring they stay engaged with Learning Lab programming and complete well-informed post-secondary plans that align with their passions and sense of purpose.
- Evaluate the effectiveness of career connected programs, gathering feedback from teens, parents, educators and industry partners to continuously improve programs and curriculum.
- Prepare reports and presentations showcasing the impact and outcomes of the program, including regular updates on achievements, challenges and recommendations.
- Manage the budget for program activities, ensuring responsible and efficient use of resources.

Stakeholder Engagement and Management

- In conjunction with the development team, support corporate partner activation to ensure robust work-based learning opportunities across industry sectors.
- Liaise with local school districts and their respective administrators and educators to advance TGR Foundation Career Connected Learning programs.
- Collaborate with the Professional Learning team and Earl Woods Scholar team to train corporate partners to deliver work-based learning activities such as career panels, industry visits and job shadow hosting.
- Lead the creation and implementation of student, educator, community and industry focus groups to gather continual insights and feedback, ensuring programs align with community needs and aspirations.
- Drive TGR Learning Lab membership in teen audiences and ensure that year over year retention in membership programs remains strong due to a wide variety of programming that engages and enriches teenagers.

Inclusivity and Innovation

- Foster an inclusive environment that supports diverse learning styles, including students with special needs and backgrounds.
- Engage with parents and families to support student progress.
- Build and maintain expertise in current and emerging best practices in career-connected learning programs.
- Support the piloting of new career connected learning programs, career and interest assessment platforms (Find your Grind), the development of post-secondary plan templates and any other creative measures to build a robust local and national career connected learning program.

Experience, Skills and Education:

- 8+ years of education experience
- 4+ years of managerial experience
- A demonstrated ability to create and execute innovative educational programs, to build community support, to inspire staff and to develop strong working relationships with key constituents
- A successful track record of leading youth to academic, personal and professional

achievement

- Excellent communication, organization and delegation skills
- Passion, imagination, vision and integrity
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Advanced analysis and problem-solving skills
- Organizational skills
- Strong knowledge of Microsoft Office
- Ability to travel to multiple school and corporate partner sites
- Bachelor's degree required
- Advance degree preferred

TO APPLY:

Please submit a cover letter and résumé to Ashely Cortez at acortez@tgrfoundation.org.

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.