



TGR FOUNDATION

JOB TITLE: Academic & Marketing Support

LOCATION: Anaheim, California

STATUS: Part-Time

SALARY: \$18 - \$22/hr

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 and well-being and career and college readiness. For more information visit TGRFoundation.org or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

JOB SUMMARY:

The TGR Learning Lab in Anaheim, CA provides **Academic Support staff** to support a homework period for students in grades 7-12. This position will be responsible for assisting and monitoring students who are working on homework and school-related projects.

This position also assists in **marketing** efforts and captures pictures of our programs and events that increase program awareness. In addition, this position is required to work closely with program staff in all activities that include or impact student programs.

ACADEMIC SUPPORT:

- Work collaboratively with a team to provide individualized and group homework support.
- Monitor and assist students during after school program.
- May support classroom facilitators during program hours.
- Assist with student recruitment at schools and community events.
- Support with TGR Learning Lab events including outreach and family engagement nights.
- Maintain Academic Support area keeping it tidy and organized.
- Support a culture of high expectations that includes college preparation for all students.
- Identify unique student needs and collaborates with other team members.
- Demonstrate knowledge and support of the TGR Foundation's mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and code of ethical behavior.
- Demonstrate an understanding, patient, warm and receptive attitude

within the TGR Learning Lab environment.

- Support the TGR Foundation mission, vision and core values.
- Provides assistance in other areas as assigned.

MARKETING AND COMMUNICATIONS SUPPORT:

- Capture photos of in-person programs and events for use on social media and the website, highlighting programs and our students experience.
- Capture short video clips for TGR Foundation MarComms department to use in reels.
- Support procurement of short student testimonial and/or identifying students to potentially be featured by MarComms in impact content.
- Prepare shot sheets in tandem with Marcomms team for weekly photo/video needs.
- Maintaining local Learning Lab asset folders, pulling selects for use by Learning Lab staff.

EDUCATION, EXPERIENCE & SKILLS REQUIRED:

- Available Monday – Thursday 2:00 p.m. – 6:30 p.m. and possible Saturdays 9:00 a.m. – 4:00 p.m.
- 1+ year working with school-age students as an intern or teaching assistant preferred.
- Experience with technology preferred (basic computer operation knowledge, navigate through zoom/ teams, know how to operate a printer).
- Ability and willingness to expand knowledge of science, technology and math.
- Knowledge of diverse student needs and different learning styles.
- Proficient computer skills, including knowledge and application of MS Office.
- Experience taking photographs with a DSLR camera and current iphone.
- Strong understanding of social media and active on Instagram.
- Experience using Photoshop and/or Adobe Lightroom a plus.
- Experience editing video content a plus.
- Impeccable interpersonal, organizational and verbal/written communication skills.

TO APPLY

Please submit the following materials to Ashley Cortez at acortez@tgrfoundation.org

- Cover letter
- Sample of photography and/or social media posts
- Résumé

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.