



TGR FOUNDATION

JOB TITLE: Director, Career Connected Learning Programs - Philadelphia
LOCATION: Philadelphia, PA
STATUS: Full Time
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 directly to the Executive Director of Philadelphia, with support and direction from the Senior Vice President of Programs, the Director of Career Connected Learning Programs ("Director") will lead the career connected learning programs in Philadelphia, expanding outreach and impact, and ensure the student outcome goals of the organization are met. The Director will be forward-thinking, strategic, entrepreneurial, highly collaborative, and skilled at attracting and retaining teens as members of the Learning Lab. Passionate about education and providing youth with opportunities and access, the Director will have a demonstrated track record of vision fulfillment, strong leadership, and innovation.

The Career Connected Learning Program sits at the intersection of K-12, activation of industry partnerships, and out-of-school learning to empower, especially the teen population, to identify their passions, build the skills and provide experiences that result in an actionable plan for the future. The Director will assist with the development and oversight of new programming for high school students that utilize immersive real-world learning opportunities to better prepare them for the workforce and to become agents of change within their communities.

JOB RESPONSIBILITIES:

Program Development and Management

- Assist with the creation of a multi-year plan, including the creation and delivery of programs in the Learning Lab, in local schools, and with local industry partners aligning with TGR Foundation's Career Connected Learning program model.
- Recruit teens from other TGR Learning Lab Programs, local schools and the community and ensure the retention of those teens year over year, through graduation.
- Deliver comprehensive, engaging and fun programs and curriculum in the categories of "learning about work," "learning through work," and "learning at



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- work." These will include but are not limited to developing and leading industry academy days, career panels, career explorer programs in conjunction with local school districts, as well as job shadowing, internship, micro-internship and apprenticeship opportunities with industry partners.
- Work with the local and national programs teams to ensure that all elements of TGR programming (e.g. day programs, clubs, studios, expanded learning, etc.) have career connected purpose and tangible outcomes

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.
- Teach STEAM based career connected courses and support the delivery of Career Connected Learning courses, camps, etc. in service of building and modeling programming for the local learning lab
- 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 (traditional, charter, parochial) and their respective administrators and educators to advance TGR Career Connected learning programs
- 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 and backgrounds.



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- 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 Rebecca Lehr at rlehr@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.



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