



JOB TITLE: Event & Administrative Coordinator
LOCATION: Irvine, CA
STATUS: Full Time – Nonexempt (paid vacation, benefits)
SALARY: \$52,000 - \$57,000

ORGANIZATION:

For more than 25 years, TGR Live has exclusively organized and managed fundraising events supporting the TGR Foundation. It focuses solely on creating amazing experiences for the foundation's clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations and marketing, tournament operations, and sponsor sales at PGA TOUR and signature events which benefit the Foundation. For more information visit tgrlive.com

JOB DESCRIPTION:

TGR Live is seeking a motivated and organized Event & Administrative Coordinator to support our annual event portfolio and provide administrative support to the President. Reporting to the Senior Manager, Events this full-time position will focus on supporting a variety of event functions including auction preparation and execution, inventory management and event administration.

JOB DUTIES & RESPONSIBILITIES:

- Provide administrative support for the President and event personnel as needed
- Prepare presentations, reports, schedules, and other key documents
- Lead support for fundraising auction solicitation, organization, and event preparation
- Assist with preparation of collaterals/displays, fulfill auction purchases, track auction financial and post-event financial reporting, assemble/distribute auction materials, packages, auction trade requests, etc.
- Draft and maintain Excel dashboards to track financial progress and future projections
- Support professional development initiatives and team building activities
- Assist in post event reporting, including analytics
- Event activation support, including onsite event set up and execution of gifting programs
- Maintain inventory of apparel, promotional and gifting items
- Aid with general event operations and manage event office needs and set up
- Other duties/special projects/support as assigned

QUALIFICATIONS:

Education: Bachelor's degree

Skills: The ideal candidate will demonstrate excellence in the following areas:

- At least one year experience working in a professional office setting (internships applicable)
- Detail oriented, strong organizational and communication (written & verbal) skills
- Must be highly motivated, have a positive attitude and be a team player
- Time management and ability to meet deadlines



- Proactive and responsible self-starter
- Ability to multitask efficiently under pressure
- Flexible and change-oriented
- Must be comfortable working in an office environment
- Proficient in MS Office platforms – strong Excel skills necessary
- Experience in Salesforce is a plus
- Exposure to working in a live event or sporting event environment is preferred
- Support TGR Foundation mission, vision and core values.

REQUIREMENTS

- Position may require travel throughout the year
- Ability to work nights, weekends and holidays as determined by events
- Position is hybrid with in-office work at our Irvine location required weekly

TO APPLY:

Please submit a cover letter and resume as a single PDF on www.teamworkonline.com

No phone calls please. Local candidates preferred.

TGR Live and TGR Foundation are proud to be an Equal Opportunity Employer.

This position description is illustrative of duties typically performed by this role. It is not intended to be an exhaustive listing of each responsibility. Because position content may change from time to time, TGR Live reserves the right to add and/or revise responsibilities from this position at any time.

ABOUT TGR FOUNDATION

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.