



**JOB TITLE:** Program Coordinator, Earl Woods Scholar Program  
**LOCATION:** Anaheim/ Irvine, California  
**STATUS:** Full Time  
**SALARY:** \$51,000-\$57,000

**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](http://TGRFoundation.org) or connect on [Facebook](#), [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 Harvard. 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 college scholars – for TGR Foundation.

This position will work with college and career professionals, young people, parents and the community to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution. 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:**

- Oversee and administer the scholarship application process for incoming students and renewal process for returning scholars
- Determine and administer financial scholarships
- Advise scholars and alumni through individual appointments and workshops
- Organizes and provides group and one-on-one guidance and mentoring support for young people in the areas of academic achievement, college and career awareness/readiness, school success and life skills
- Designs and implements a wide range of in-person and virtual instructional activities, materials, programs, services and strategies in classrooms, seminars, workshops to use with individuals as well as small and large groups
- Plans and coordinates in-person and virtual scholar/alumni events and webinars including evenings and Saturdays
- Identify unique student needs and collaborate with other team members
- Understands and communicates with young people and adults of different racial and cultural backgrounds



- Maintains and develops close relationships with financial aid personnel, vendors and community members
- Strong communication skills; communicates directly with a variety of stakeholders (i.e., professionals, educators, students, parents/guardians) on a regular basis
- Prepares and maintains accurate data, records, and student files to document all activities conducted and services provided; support data and case management collection and reporting
- Assist EWSP Director with training and professional development materials for scholars and alumni
- Assist in administrative tasks such as booking travel plans for scholars, hotel, etc.
- 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
- Travel may be required
- Performs other duties as assigned

**EDUCATION, EXPERIENCE & SKILLS REQUIRED:**

- Bachelor's degree required
- Bilingual a plus, Spanish or Vietnamese preferred
- Experience working with students from diverse cultural and economic backgrounds and knowledgeable about the first-generation college student experience
- Ability to develop long term rapport with students, their families and school/career professionals
- Training and/or understanding of retention issues in higher education, highly desirable
- Effective written and verbal communication; strong interpersonal and organizational skills
- Ability to track and report on program measures and outcomes
- Takes initiative and able to work on multiple projects to effectively meet deadlines
- Advanced computer skills and technology experience, including with Microsoft Office Suite, Google Forms, Zoom, CRM database and Adobe Acrobat
- Able to handle confidential matters
- Support TGR Foundation mission, vision and core values

**TO APPLY:**

Please submit a cover letter and resume as a single PDF to Juan Carlos Villanueva at [jvillanueva@tgrfoundation.org](mailto:jvillanueva@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.