



JOB TITLE: Career Connected Learning Advisor
LOCATION: Philadelphia, PA (In-person)
STATUS: Part Time (Nonexempt)
SALARY: \$22–\$30/hour

ORGANIZATION:

For over 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached more than 10 million youth worldwide.

Historically, the Foundation has worked with students starting in 5th grade to provide STEM-based learning and career exploration experiences to broaden their horizons about post-secondary options. To further expand and enhance impact on students throughout their educational journey, the Foundation is developing 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. The Career Connected Learning Program sits at the intersection of K-12, industry partnerships and out-of-school learning as a cross-sector model to connect student learning experiences through pathways.

POSITION DESCRIPTION:

Reporting to the Director of Career Connected Learning Programs, the Career Connected Learning Program Advisor (Advisor) is responsible for providing post-secondary guidance to students at the TGR Learning Lab during out of school programming. A successful Advisor will have a deep belief in the potential of all students to realize their goals and will create strong relationships with students to better prepare them for post-secondary opportunities.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Case manage and support a cohort of high school students to create well-informed post-secondary plans aligned with their passions, strengths, and career aspirations.
- Hold weekly student engagement team meetings on campus and mentor student engagement teams to plan, conduct outreach, and execute community events and projects such as health fairs, eSports summits, and student showcases.
- Develop and deliver workshops on career exploration, interview preparation, resume building, and professional networking skills.
- Facilitate learning activities such as Learning Lab studios that advance students' self-discovery and self-advocacy
- Help students navigate out-of-school and extra-curricular activities to build a portfolio of learning experiences.
- Host career speakers and panels on campus and at the TGR Learning Lab, ensuring students have exposure to a wide range of career pathways and industry professionals.



- Connect students with job readiness experiences, including internships, pre-apprenticeships, work-based learning programs, job shadowing opportunities, and industry projects.
- Collaborate with school staff, community organizations, and industry partners to create pathways that bridge the gap between education and employment.
- Support students with identifying and applying for enrichment programs, dual enrollment opportunities, and industry certifications that enhance their post-secondary readiness.
- Provide individualized coaching and mentorship to help students navigate barriers to their post-secondary goals, including financial literacy education and mental wellness resources.
- Assist with tracking and evaluating student engagement in post-secondary planning activities, ensuring continuous improvement of support services.
- Collect, analyze, and report on student attendance, participation, and program outcomes to measure impact and inform program development.

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree required
- A successful track record of leading youth to academic, personal, and professional achievement
- Experience with program development and event coordination for student engagement
- STEAM (Science, Technology, Engineering, Art, Math) education background preferred
- Excellent communication, organization, and delegation skills
- Passion, imagination, flexibility, and integrity
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Advanced analysis and problem-solving skills
- Organizational skills
- Strong knowledge of Microsoft Office, Google Suite, and data tracking systems.
- Ability to travel to multiple school and corporate partner sites

TO APPLY:

Send an electronic cover letter and résumé to Caroline Robinson at crobinson@tgrfoundation.org.

**No phone calls please. 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.