



JOB TITLE: Skilled Trades Advisor
LOCATION: Philadelphia, PA (In-person)
STATUS: Part Time (Nonexempt)
SALARY: \$25–\$40/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 students learning experiences through pathways.

POSITION DESCRIPTION:

We are seeking a Skilled Trades Advisor to lead a cohort of high school seniors in a structured, year-long program designed to prepare them for an in-demand apprenticeship in one of Philadelphia's building trades and other career pathways. This role is ideal for an experienced educator, workforce development professional, or industry expert who is passionate about connecting young people to hands-on career opportunities.

The Pre-Apprenticeship Advisor will design and facilitate a program that introduces students to the skills and expectations of a skilled trade and introduces them to local apprenticeship programs to ensure students have a clear pathway into post-graduation career opportunities. Additionally, they will provide programming to support students in pursuing industry certifications and other direct-to-work paths.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Student Recruitment: Recruit students for the skilled trades cohort by engaging with groups of students and classes at partner schools. Deliver presentations, facilitate discussions, and provide information about career pathways in the skilled trades to generate interest and increase enrollment.

Program Delivery: Lead a program that immerses students in industry-relevant activities, hands-on learning, and professional development. Facilitate learning activities such as Learning Lab



studios and Expanded Learning courses that advance students' self-discovery and self-advocacy.

Case Management: 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.

Career Readiness Training: Introduce students to workplace skills, safety protocols, and trade-specific competencies that align with apprenticeship entry requirements.

Industry Connections: Establish relationships with apprenticeship and certification programs, unions, and trade organizations to facilitate student entry into training programs.

Hands-On Learning: Design and implement activities that simulate real-world trade experiences, such as tool demonstrations, site visits, and guest speaker engagements.

Program Evaluation: Track and report student progress, gather feedback, and assess program impact to continuously improve engagement and outcomes. Provide guidance, encouragement, and career coaching to support students in successfully transitioning from high school to a trade career.

EDUCATION, EXPERIENCE & SKILLS:

- Experience in workforce development, career advising, vocational education, or the skilled trades.
- Knowledge of Philadelphia's building trades and apprenticeship programs is strongly preferred.
- Strong facilitation and instructional skills, with the ability to engage and motivate high school students.
- Excellent relationship-building abilities with industry partners, schools, and students.
- Commitment to equity and inclusion, ensuring students from diverse backgrounds have access to opportunities.
- Ability to manage program logistics, track student progress, and measure success.
- Connections within Philadelphia's construction, electrical, plumbing, carpentry, or other trade industries.
- Prior experience working with high school students in a mentorship, coaching, or educational capacity.
- Familiarity with pre-apprenticeship models and workforce development best practices.

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.