



JOB TITLE: Administrative Operations Coordinator

LOCATION: Irvine, CA (In-Person)

STATUS: Full Time, Non-Exempt

SALARY: \$45,000 – \$55,000 annually

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:

The Administrative Operations Coordinator is a hands-on, in-person role responsible for the day-to-day operations of the Irvine office while also supporting broader business administration, coordination, and organizational initiatives. This role serves as the central hub for office management, vendor coordination, staff support, and administrative projects, ensuring smooth operations, consistent communication, and a welcoming, well-functioning workplace.

This position requires daily, on-site presence and close collaboration with staff, leadership, vendors, and external partners.

JOB RESPONSIBILITIES:

Office Operations

- Support daily office operations, including mail, supplies, shared spaces, and general office organization
- Serve as a primary point of contact for building management and office service providers
- Coordinate routine office services, shipping, and deliveries
- Assist with basic administration of office resources and equipment
- Communicate office-related updates such as closures or holidays

Administrative Support

- Provide administrative support for meetings, scheduling, and internal coordination
- Maintain staff lists, internal documents, and basic records
- Assist with vendor coordination, invoice processing, and expense submissions
- Support leadership and HR on special projects as needed



Communication & Coordination

- Monitor shared inboxes and route inquiries to appropriate internal contacts
- Assist with responding to routine correspondence using provided templates
- Support coordination between teams and departments as needed

Employee Engagement

- Assist with internal events, staff recognition, and engagement activities
- Help support a welcoming and organized office environment

Projects & Process Improvement

- Support and participate in administrative projects and cross-functional initiatives
- Help develop, update, and maintain internal processes, tools, and documentation to improve efficiency and consistency

EXPERIENCE & SKILLS:

- 1–3 years of administrative, office, or operations support experience
- Strong organizational and time-management skills with high attention to detail
- Excellent written and verbal communication skills
- Ability to handle confidential information with professionalism and discretion
- Proficiency with Microsoft Outlook, Excel, Word, SharePoint; familiarity with design tools such as Canva preferred
- Customer-service oriented with a professional and approachable communication style
- Fully in-person role, Monday through Friday.
- Office-based role requiring regular interaction with staff, vendors, and visitors
- Occasional flexibility to support events, special projects, or office needs

TO APPLY

Please submit the following materials via email to Vanessa Topete
vtopete@tgrfoundation.org.

- Cover Letter
- Resume

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.