



JOB TITLE: Digital Asset Coordinator
LOCATION: Irvine, CA
STATUS: Part-Time (Seasonal)
HOURLY RATE: \$18.00

ORGANIZATION:

TGR Foundation is a leading education nonprofit founded in 1996 by Tiger Woods. With a commitment to providing opportunities that unlock the unlimited potential in the lives of young people from under-resourced communities, its mission is to empower students to pursue their passions through education. In 2026, TGR Foundation is celebrating 30 years of driving dreams together. Through its TGR Learning Labs and signature education programs focused on science, technology, engineering, arts and math (STEAM) educational enrichment, career and college readiness and health and well-being, TGR Foundation has served more than 217,000 students.

JOB SUMMARY:

The Digital Asset Coordinator, a part-time, seasonal position, will support the Marketing & Communications team through the organization and maintenance of the Foundation's digital asset library. This temporary position will play a key role in a special project focused on organizing and updating photo, video and other multimedia assets to improve accessibility, usability and long-term management of the organization's growing content archive. The coordinator will assist with file organization, naming and tagging, asset select updates and content storage best practices. This position is ideal for an organized, detail-oriented individual interested in marketing, communications, digital media or content management.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Organize, maintain, and update the organization's digital asset library, including photo, video, graphic and marketing content files.
- Review, categorize, re-name and archive digital assets according to established file management standards.
- Assist with folder restructuring, content clean-up and migration efforts across digital storage platforms.
- Apply consistent tagging, descriptions and naming conventions to improve asset searchability and retrieval.
- Update and refresh curated photo and video selects for marketing, communications, and organizational use.
- Conduct audits and reviews to identify duplicate files, outdated selects and incomplete or incorrectly labeled folders.
- Assist marketing team members with locating and accessing assets as requested.
- Track project progress and maintain documentation related to asset organization and archival procedures.
- Perform other duties as assigned to support department needs.
- Support TGR Foundation's mission, vision, and core values.

EDUCATION, EXPERIENCE & SKILLS:

- The ideal candidate has an interest in content marketing, digital media, photography, video production or communications.
- High school diploma or equivalent required; Bachelors degree or coursework toward a degree in Marketing, Communications, Business, Media, Photography or related field preferred.
- Strong organizational skills and attention to detail, with the ability to manage large volumes of digital files accurately.
- Proficiency with Microsoft Office 365, including Outlook, Word, Excel, Teams, SharePoint, and OneDrive.
- Familiarity with digital asset management systems such as Dropbox, Adobe Creative Cloud, or similar platforms a plus.
- Ability to follow established naming conventions, organizational systems, and documentation procedures while meeting deadlines.
- Detail-oriented, responsible and dependable self-starter with excellent organization and time management skills

TO APPLY:

This is a part-time seasonal position estimated at approximately 20 hours per week, starting mid-July through September 2026.

To apply, submit résumé to Duy Mai at dmai@tgrfoundation.org.

No phone calls please. Local candidates only. Not eligible for relocation.

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