



Job Title: Administrative Coordinator
Location: Philadelphia, PA (In-Person)
Status: Full-Time (Non-Exempt)
Salary: \$50,000-\$55,000

ORGANIZATION:

Since 1996, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. Our mission is to empower students to pursue their passions through education. TGR Foundation supports students through a network of TGR Learning Labs and national programs focused on STEAM educational enrichment, health and well-being, and career and college readiness.

TGR Learning Lab in Philadelphia is a dynamic STEM education enrichment center serving youth in grades 1st–12th, providing hands-on field trips and after-school programming to inspire and empower the next generation of innovators.

POSITION SUMMARY:

Reporting to the Director of Operations, the **Administrative Coordinator** is a hands-on, in-person role responsible for supporting the day-to-day administrative and operational needs of TGR Learning Lab Philadelphia. This role ensures a welcoming, organized, and safe environment by managing the front desk while also supporting administration, coordination, and organizational initiatives. The role will work closely with internal staff as well as partners and external vendors to support ordering needs, manage student records, and assist with scheduling.

This position requires daily, on-site presence and close collaboration with staff, leadership, vendors, and external partners. Standard hours are 9 AM – 6 PM, Monday through Friday, with select weekends and after-hours events. Occasional evening or weekend availability may be required for events or program needs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Lab Operations

- Manage daily Learning Lab operations, including front desk coverage, mail distribution, supply replenishment, and organization of shared spaces.
- Maintain a safe and community-focused environment by delivering responsive service to students, families, and community partners.
- Coordinate routine supply procurement, shipping, deliveries, and supply management.
- Coordinate with vendors and support invoice processing and expense submissions.
- Manage building entry/exit procedures, including accurate visitor and volunteer sign-in/out logs.

Communication & Coordination

- Assist with internal events, staff recognition, and engagement activities.
- Assist with planning, coordinating, and supporting community-facing events.
- Provide administrative support for meetings, scheduling, and coordination of field trips, programs, and events.
- Respond to routine correspondence using provided templates.



- Manage space rental inquiries and collection of renter documentation.
- Communicate with students and families for program and attendance inquiries and reminders.

Data Management

- Use TGR's internal data system to track student sign-in, ensuring active memberships and signed waivers.
- Ensure accurate record keeping and data uploading within data system.
- Run reports through internal database to support programs team with enrollments, outreach, de-duplication, etc.
- Support students and families with registering for programs.

Projects & Process Improvement

- Support and participate in administrative projects and cross-functional initiatives.
- Help develop, update, and maintain internal processes, tools, and documentation.
- Maintain and refine office systems (filing, inventory, communications) to support and organized and efficient work environment.

EXPERIENCE & SKILLS:

- Experience in administrative, office, or operations support.
- Strong interpersonal skills and proven written and verbal communication skills.
- Detail-oriented, responsible, and dependable self-starter with excellent organization and time management skills.
- Proficiency with Salesforce or other CRM systems for student data and registration management.
- Proficiency with Microsoft Outlook, Excel, Word, SharePoint; familiarity with design tools such as Canva preferred.
- Office-based role requiring regular interaction with staff, vendors, and visitors.
- Fully in-person role, Monday through Friday, 9:00 a.m. – 6:00 p.m., with flexibility to work occasional evenings and weekend events.

TO APPLY

Please submit a **cover letter** and **résumé** via email to Daniela Lavergne at dlavergne@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.