



JOB TITLE: Administrative Intern

Location: Irvine, CA
Start: March, 2019
Wage/Salary: This is a paid position
Days/Hrs: 25 - 30 hours/week

DESCRIPTION:

TGR Foundation ("TGRF") delivers unique experiences and innovative educational opportunities for youth worldwide.

We can proudly say that more than 10 million young people have benefited from the TGR Foundation since its inception in 1996. Through programs and annual events, the Foundation continues to make a difference in the lives of youth around the world. Our programs, initiatives, and students continue to grow and exceed expectations every day. What started out with limited access throughout America, now reaches out to young people around the world.

QUALIFICATIONS:

Open to undergraduate students. Candidates must be comfortable working in an office environment; excellent oral and written communication skills; must work efficiently under pressure, and balance multiple responsibilities while being organized. Must be detail oriented, highly motivated, and a team player. *Desired skills include:*

- Required knowledge of Word, Excel, PowerPoint, and Outlook
- Required knowledge of working with databases and/or record management systems (CRMs)
- Familiar with using office equipment such as scanner, copier, and phones
- Knowledge of Adobe Acrobat ProXI and Adobe Photoshop a plus
- Possess a good attitude and eagerness to learn
- Ability to keep track of multiple on-going projects

JOB DUTIES & RESPONSIBILITIES

- Welcome and greet visitors in person or on the telephone; answering or referring inquiries
- Answer phones and maintain phone system, which includes setting up voicemail boxes, ordering phones, changing greetings and checking general/direct mail voicemail boxes daily
- Respond to general inquiries via email and mail
- Handle and accept packages for mailings.
- Overall office coordination – examples include but not limited:
 - Opening/Closing office and ensure the safety procedures
 - Work with Irvine company to facilitate compliance checks and office maintenance
 - Procurement responsibilities: order all departmental office supplies and inventory
 - Maintain schedules and staff contact information
- Independently implement data management and archiving solutions for important company contracts and records



- Conduct professional correspondence with donors and grant requests
- Process donations and donor recognition: acknowledgement letters/tax receipts/data entry
- Assist in TGRF tournament and program preparations as needed
- Update donor transactions in Salesforce CRM Database
- General office management duties including facilities improvement/maintenance and employee engagement initiatives
- Other office duties/special projects/support as assigned.

Failure to follow these instructions may cause your application to be dismissed

TO APPLY:

Submit cover letter and resume as a single PDF file at www.teamworkonline.com

*No phone calls please. The Tiger Woods 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 each, and every job responsibility. Because job content may change from time to time, the Tiger Woods Foundation reserves the right to add and/or delete job responsibilities from this position at any time.