



JOB TITLE: Program Coordinator
LOCATION: Washington, DC
SALARY: Commensurate with experience
STATUS: Full Time

ORGANIZATION:

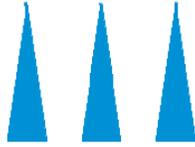
At TGR Foundation, we empower students to pursue their passions through education and envision a world where opportunity is universal and potential is limitless. Our programs foster a growth mindset, instilling in students the strength and skills to persevere and define their own path. Through our award-winning STEM curricula, college access programs, digital platforms, and educator professional development, TGRF offers underrepresented students the resources and support needed to thrive in school and beyond. The Earl Woods Scholar Program is an unparalleled network providing admissions counseling, financial assistance, dedicated mentors, specialized internships, career development and vital workshops. Receiving individualized support, our bright young scholars, are succeeding at universities such as Georgetown, Morehouse, UCLA, Lehigh, NYU and Harvard.

POSITION DESCRIPTION:

Under the supervision of the Earl Woods Scholar Program (EWSP) Senior Director, the Program Coordinator is an entry-level position responsible for assisting in the development of comprehensive services and activities. This position will work with young people and parents in an effort to motivate and develop the necessary skills to complete a program of secondary education and enroll in a post-secondary institution, and provide academic advisement and other services.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Advises, organizes and carries out academic and career decision making activities for youth.
- Organizes and conducts college tours, cultural activities and workshops.
- Provides information about financial aid and postsecondary programs while assisting students in applying.
- Assists in overseeing high school college access and scholarship program in the DC region.
- Promote, support and encourage student participation in all college access activities and services.
- Design and implement a wide range of instructional activities, materials, programs, services and strategies in classrooms, seminars, workshops and summer programs to use with individuals, small groups and whole classes.



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- Provide counseling, guidance and mentoring support for young people in areas of academic achievement, college awareness/readiness, school success and life skills (organization skills, time management, individual and social responsibility, and work ethic).
- Contact and communicate directly with parents/guardians on a regular basis.
- Prepares and maintains accurate data, records and student files to document all activities conducted and services provided.
- Maintain and develops close relationships with high school personnel.
- Travel may be required.
- Performs other duties as assigned.

EDUCATION, EXPERIENCE & SKILLS:

- Bachelor's degree
- Fluency in Spanish and English both written and oral, desirable
- Training on retention issues in higher education, desirable
- Experience working with young adults, career professionals and disadvantaged populations
- Advanced computer skills and technology experience, including with Microsoft Office Suite
- Must be able to work independently and take initiative

TO APPLY:

Send an electronic cover letter & résumé to Yvonne Tello (ytello@tgrfoundation.org)