



JOB TITLE: Marketing Administrative Coordinator

LOCATION: Anaheim, CA (In-person)

STATUS: Full Time (Non-Exempt)

SALARY: \$45,000 – \$55,000

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. For more information, visit TGRFoundation.org or connect on [Facebook](#), [X](#) and [Instagram](#).

JOB SUMMARY

The **Marketing Administrative Coordinator** is an entry-level, multi-functional role that supports local communications and marketing efforts through the creation, coordination, and execution of digital content, brand materials, and promotional initiatives for the TGR Learning Lab Anaheim. The role manages day-to-day social media, supports digital channels and content planning, assists with marketing collateral, event promotion, and performance tracking, and ensures consistent local brand implementation. Additionally, the position provides front desk and administrative support to maintain a welcoming, organized environment while supporting Learning Lab programming and operations. This is a full-time, in-person role with occasional weekend and after-hours support.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Marketing & Communications

- Write, edit, schedule, and publish daily social media content.
- Capture photo and video content at Learning Lab programs, events, and outreach activities.
- Support local digital marketing efforts, including emails, newsletters, blog content, and website updates.
- Assist with planning and execution of the content calendar and tracking performance metrics.
- Design or support the creation of marketing collateral such as flyers, one-pagers, and digital assets.
- Support local events, promotional initiatives, and paid or earned media efforts.
- Ensure consistent local brand implementation by collaborating with staff, partners, and vendors on logo usage and messaging.
- Maintain organized digital asset folders.



Operations & Administration

- Greet and assist visitors, students, families, volunteers, and partners; maintain a welcoming, professional front desk presence and support site security.
- Manage phone, email, and visitor communications; operate and troubleshoot front desk technology, including badge printer, phone system, visitor software, scanner, and tablets.
- Maintain student, program, and attendance records, including data entry, uploads, and database updates; support Traction Rec programming, including courses, class lists, rosters, waivers, and reports.
- Prepare and distribute program and field trip materials; create, print, and organize weekly rosters, badges, lanyards, and emergency documentation.
- Capture and upload student photos for administrative and marketing use.
- Manage mail and deliveries, lobby displays, and front desk scheduling; provide weekend/after-hours coverage and assist with events, program launches, and special projects.
- Manage staff and shared space calendars, Outlook, website event calendars, transportation schedules, and course listings; coordinate with internal partners to resolve scheduling issues.
- Perform daily opening and closing procedures, provide administrative support to staff (filing, supply ordering, petty cash tracking), and identify opportunities for process improvements.

EDUCATION, EXPERIENCE & SKILLS:

- High school diploma required; associate's or bachelor's degree preferred.
- Minimum 2 years of experience in communications, marketing, or a related role with administrative support, front desk operations preferred.
- Strong customer service, interpersonal, and communication skills; ability to interact professionally with students, families, staff, and external partners. Excellent organizational skills with the ability to manage multiple priorities, deadlines, and content workflows.
- Proficiency with office technology, databases, calendars,
- Experience with email marketing platforms, social media, and basic design or digital marketing tools such as Adobe Premier a plus.
- Experience with data entry, record management, and program or registration systems preferred.
- Ability to work independently and collaboratively in a fast-paced, student-centered environment.
- In-person at the TGR Learning Lab in Anaheim, California; full-time schedule aligned with business hours, with occasional evening or weekend support.
- Ability to sit or stand for extended periods and lift light office materials.
- Successful completion of background checks as required for student-serving roles.



TO APPLY:

Send an electronic cover letter and résumé to Ashley Cortez at acortez@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.