



PETALs Program Manager

JOB DESCRIPTION:

Tigerlily Foundation's Peer Education Through Awareness and Leadership (PETALs) Program Manager will manage Tigerlily Foundation's PETALs Program, which will provide education to young women regarding breast health, as well as educate families, community groups and more. The PETALs Program Manager position requires strong organizational, coordination, communications skills and compassion. This position will be given a stipend.

RESPONSIBILITIES:

- This individual will be responsible for executing the PETALs Program per Tigerlily guidelines
- Identify and work with community groups, schools, healthcare facilities, faith-based groups, businesses, community partners and more, to plan, initiate and execute PETALs breast health educational events
- Coordinate, plan and execute PETALs educational events, assemblies, etc.
- Create, manage, disseminate and update PETALs materials and manage PETALs website
- Track and ensure program milestones are met
- Track participants from initial program entry, through Tigerlily programs, and follow up to ensure participants are employing breast self awareness practices and educating others
- Implement educational texting software to engage participants
- Work with providers to ensure programmatic objectives are met
- Conduct weekly, monthly, quarterly and annual assessments of program, identify weaknesses, create mitigation plans and implement to improve quality of program
- When needed, guide refer patients to providers, community and health services, and conduct follow-up care
- Keep updated documentation of program history and materials
- Build and maintain relationships within community, faith-based and health organizations that we aim to support, to include physicians, nurses, social services, radiation, hematology/oncology staff
- Create, maintain and update cultural, age and language-appropriate materials.
- Assess and analyze data, and manage program objectives, interventions and outcomes to ensure they are met, and assess impact on target population

About Tigerlily Foundation

Tigerlily Foundation's (Tigerlily) mission is to educate, empower, advocate for and provide hands-on support to young women between the ages of 15-40 – before, during and after breast cancer.

For More Information: Email Nicolette Boxe, Director of Recruiting at nicolette@tigerlilyfoundation.org or email info@tigerlilyfoundation.org for more information.

Tigerlily Foundation
11654 Plaza America Drive, #725, Reston, VA 20190
Tel: 1(888) 580-6253
Email: info@tigerlilyfoundation.org
www.tigerlilyfoundation.org