



Stage 4 Program Manager

JOB DESCRIPTION:

Tigerlily Foundation's Stage 4 Program Manager will help develop and manage Tigerlily Foundation's Stage 4 Program, which will provide support and resources to young women diagnosed with Stage 4 breast cancer. The Buddy Program Manager position requires strong organizational, communications skills and compassion. This is a volunteer position.

RESPONSIBILITIES:

- Provide direct oversight for Stage 4 Program.
- Manage intake requests for from young women diagnosed with Stage 4 breast cancer.
- Develop Stage 4 literature and resource packet to be sent to patients.
- Lead Stage 4 monthly conference call and get together(s).
- Offer other Tigerlily programs as necessary.
- Provide follow up with patient from intake through continuum of care.
- Work with Tigerlily leadership and focus groups to assess, enhance and implement program.
- Develop relationships with community organizations to complement Tigerlily offerings.
- Provide monthly report to Tigerlily Program Manager.
- Attend weekly and/or monthly team meetings.
- Provide quality improvement suggestions.

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.