



High Impact Medicine is hiring a Program Manager

High Impact Medicine (Hi-Med) is a nonprofit organization whose mission is to guide a global community of doctors and medical students to do more good through high impact careers and giving. We believe that medical professionals are highly skilled and motivated but have huge untapped potential to save more lives and reduce future threats to health. A key barrier giving rise to this “impact gap” is their lack of exposure to ideas, networks, and opportunities that would enable more impactful career- and giving-decisions by many medical students and doctors.

As Program Manager, you will join Hi-Med at a pivotal time in the organization’s journey and take a central role in delivering our new “Strategic Refresh 2025-2026” program. You will work closely with the Executive Director and close-knit team, using your broad-based skills and innovative approach to help grow our positive impact on the world’s most pressing health-related problems. This position arises as we restructure our existing staffing arrangements - it is partly a replacement position and partly for new work arising from the Strategic Refresh.

About High Impact Medicine

Hi-Med will continue to increase its positive impact by providing three things within our Strategic Refresh 2025-2026:

1. **Career guidance** for medical students and doctors who want to help address the world’s most pressing problems but are unsure of their best path forward. This is delivered through an online Career Planning Course, 1:1 mentoring, and maintenance of a global community of like-minded medics seeking impact.
2. A new **Information Hub** to support career decision-making, focused on global health, pandemic preparedness and biosecurity. The Hub will help link our participants to the people, organizations and opportunities they need to progress along their pathways to impact.
3. **Effective Giving** resources to encourage and enable members of our community who wish to pledge a proportion of their income to highly effective charities.

About the position

The Program Manager will report to and work closely with the Executive Director. The key responsibilities of the position are as follows:

1. Providing support for the Career Planning Course and 1:1 Mentoring Program (approximately 40%).
 - a. Administer and support the career planning programs.

- b. Co-develop new approaches, written and multimedia resources that improve the guidance for participants toward impactful paths.
 - c. Track participant progress and maintain records to assess outcomes.
- 2. Developing and maintaining Hi-Med's new online Information Hub (approximately 30%).
 - a. Curate and update the online Information Hub with resources on career pathways, organizations, and opportunities.
 - b. Monitor usage and gather feedback to improve accessibility and relevance.
- 3. Managing our outreach activities and fostering community engagement in High Impact Medicine's communication channels (approximately 30%).
 - a. Communicate with universities, medical student societies and medical organizations to build awareness of Hi-Med and identify participants for our programs.
 - b. Help to maintain and grow engagement within Hi-Med's channels of communication (e.g. Slack, social media, email), working with our Head of Content.
 - c. Support online peer groups and discussions, fostering a positive and inclusive environment.

Qualifications and Skills

You will be well suited to this position if you have the following:

- A strong interest in global health, biosecurity, or related impact-focused fields.
- Knowledge of and interest in concepts of effective altruism.
- Experience in program coordination, community management, and/or career advising.
- Excellent written and verbal communication skills in English.
- Excellent interpersonal skills and the ability to connect positively with people in an online environment.
- Ability to work independently in a remote setting, with good organizational and time-management skills.
- Comfort with online platforms (Google Workspace, Slack, Squarespace, Notion or similar) and use of LLMs.

Some additional qualities will help you stand out but are not essential. These include:

- Previous training or employment in medicine, public health, global health, or related fields.
- Experience in the effective altruism community.
- Experience in online content management, managing an online knowledge hub, building and managing a website.
- Previous work in nonprofit or academic program roles.

- Ability to work in a language other than English, especially languages commonly spoken in our target countries (which include Germany, India, Kenya, Nigeria, Philippines, Switzerland).

Additional information

The qualifications and skills listed above are provided to give an idea of the kind of person who we think will thrive in this role. We are keen to hear from experienced and junior applicants, who may have great potential to grow in this role.

Many excellent candidates will not have all the above qualities. Potential applicants from equity-deserving groups and/or from groups that are under-represented in global health and biosecurity work are especially encouraged to apply. We welcome applications from people living in the Global South / low- and middle-income countries. We are committed to building and maintaining a diverse, equitable and inclusive team and workplace.

Working Conditions

Hours: This is a part-time 0.6 FTE position, 3 days per week.

Duration: The position is for 1 year in the first instance, intended to be renewable after that, and with an initial 3-month probation period to allow mutual evaluation of fit for the job.

Location: Remote (global). Preference for candidates within ± 8 hours of EST/EDT.

Travel: Occasional national travel may be required, typically 0-2 trips per year, each 2-3 days.

Start date: As soon as possible.

Compensation: Up to US \$20/hour, depending on prior experience.

Vacation: 4 weeks per year.

Application Process

Submit your application via the link below.

Deadline: October 13, 2025.



Apply now