

Overview

APPLICATION LINK CAN BE FOUND AT THE BOTTOM OF THE DOCUMENT.

LEAD MANAGER + 5 TEAM MEMBERS

Program Managers Department

Program Managers at Burmheal are at the heart of every initiative. They are the thinkers, planners, and implementers who breathe life into our vision. With a deep commitment to human dignity and storytelling, this team oversees the design, coordination, and execution of impactful programs that connect, uplift, and heal communities.

Survivor Stories Program Manager

Responsibility:

Lead or join the Survivor Stories initiative, a voice to cancer survivors, caregivers, and palliative patients.

Key Tasks:

- Curate and conduct compassionate interviews
- Collaborate with writers and the publicity team to share stories across platforms
- Ensure ethical storytelling practices, with respect and consent as top priorities
- Coordinate submission timelines and feature schedules

Pen Pal Program Manager

Responsibility:

Oversee the global Pen Pal Program that connects cancer patients through letters, drawings, and digital messages.

Key Tasks:

- Match participants based on age, language, and interests
- Ensure safe communication channels and monitor interactions
- Collaborate with the outreach and translation teams
- Create monthly themes or prompts to encourage deeper connections

Event and Campaign Manager

Responsibility:

Lead all of Burmheal's events, fundraisers, campaigns, and challenges, both online and offline.

Key Tasks:

- Conceptualize and execute events that raise awareness and drive engagement
- Coordinate with design, outreach, and finance teams
- Manage logistics, timelines, and promotional plans
- Ensure inclusivity, accessibility, and community-building in every event

Skills We Look For in Program Managers

- Organizational and leadership ability
- Strong empathy and communication skills
- Passion for patient-centered service
- Dedicated with long-term commitment
- Interest in managing and interdisciplinary fields.
- Initiative and follow-through