

Project Coordinator, Community Engagement & Research

About InterEthnica

Since 2004, InterEthnica has led multicultural marketing and public engagement efforts across the San Francisco Bay Area and California. Our work focuses on ensuring communities have meaningful access to information, resources, and decision-making processes, regardless of language, background, or circumstance. Our team is collaborative, fast-paced, and deeply invested in both the work and each other.

Key Responsibilities for the Project Coordinator, Community Engagement & Research

The Project Coordinator plays a central role in supporting meaningful, community-centered work across InterEthnica's engagement and research projects. This role contributes directly to how we show up in communities, build relationships, and ensure that voices are reflected in the work we deliver. It requires someone who is organized and detail-oriented and personable, thoughtful, and comfortable engaging with people in a way that builds trust and connection.

The role supports coordination across team members, project execution, and alignment of timelines, communication, and deliverables. It requires a high level of accountability and ownership, including the ability to manage time independently and follow through on commitments in a hybrid work environment.

The Project Coordinator is expected to take ownership of coordination, proactively identify risks or delays, and ensure work progresses efficiently. The role also includes direct involvement in community engagement efforts and requires both strong organizational skills and comfort engaging with the public.

- Coordinate day-to-day project operations across multiple service areas, ensuring timelines, deliverables, and team responsibilities are clear and on track.
- Identify and communicate risks, delays, or gaps in project work, and support problem-solving to keep projects moving forward.
- Support and participate in community & research engagement efforts, including in-person outreach, events, and coordination with community-based organizations.
- Build and maintain relationships with community partners virtually and in person
- Lead coordination of project logistics, including scheduling, materials, staffing, and event preparation.
- Lead or support development of reports, presentations, and client deliverables, including writing, synthesis, and organization of content.
- Conduct research to support outreach & research strategies, partnerships, and project development.
- Take structured meeting notes and track follow-up actions.
- Conduct desktop research using credible, appropriate sources and synthesize findings clearly for use in reports, presentations, and project materials.
- Support tracking of budgets, staff hours, vendor coordination, and project-related expenses.
- Assist with recruitment and coordination of engagement & research participants.
- Support the development of proposals and internal initiatives as needed.

What We're Looking For

This role requires someone who is organized, proactive, and comfortable taking ownership of keeping work on track. Strong judgment and the ability to flag issues early are essential. Clear and thoughtful communication is critical, as the role involves working across client and partner teams and engaging directly with community members in a way that is professional, personable, and builds trust.

The role also includes opportunities to support and participate in presentations, both in-person and virtual. This is a strong fit for someone who is comfortable speaking in front of groups or is eager to build that skill, and who is open to mentorship and growth into a confident presenter and facilitator over time.

Your Qualifications

- Experience or demonstrated interest in community engagement, outreach, or working with diverse communities.
- Experience or demonstrated interest in qualitative and quantitative market or community research
- Ability to engage with community members in a way that is natural, personable, and builds genuine connection and trust.
- Strong organizational skills and ability to manage multiple moving pieces across projects.
- Strong interpersonal, written, and verbal communication skills.
- Ability to identify, communicate, and help resolve risks or delays in project work.
- Strong writing and research skills.
- Ability to prioritize tasks, work under strict deadlines, and juggle multiple projects at a time.
- Comfort developing PowerPoint presentations, written memos, and summaries.
- Bachelor's degree or equivalent experience in a relevant field required.
- Bilingual skills are a plus but not required.

Work Structure

- Full-time, hybrid role.
- Work from home, when possible, with in-person office attendance as needed, and in the field (on location) for outreach, meetings, and events.
- Evening and weekend work is often required to support community engagement activities. We intentionally balance schedules to maintain an approximately 40-hour workweek, with built-in flexibility to adjust hours and ensure team members have time to recharge.

Why Work at InterEthnica?

- We promote from within and prioritize long-term growth.
- Mentorship from experienced team members and exposure to a wide range of projects.
- Meaningful, community-centered work tied to real outcomes.
- Varied and engaging projects across service areas.
- We invest in training and professional development.
- Flexible work structure balancing remote work, fieldwork, and in-person collaboration.

Benefits & Compensation

- Medical, dental, and vision insurance.
- Paid Friday off in months without a paid holiday.
- Paid time off between Christmas and New Year's when feasible, based on project schedules and business needs.
- Salary range: \$65,000 – \$85,000 per year, depending on experience and qualifications.

InterEthnica is an equal opportunity employer. We are committed to building a team that reflects the communities we work with and welcome applicants of all backgrounds, experiences, and identities.

To apply, please email your resume to Lisa Abboud, labboud@interethnica.com