

Project Associate (Bilingual Entry/Jr Level)

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 Associate (Bilingual Entry/Jr Level)

The Project Associate supports and actively contributes to community engagement, research, and project coordination efforts across InterEthnica's service areas and internal initiatives. This role requires strong organizational and administrative skills, along with a genuine ability to engage with communities, build relationships, and represent projects in the field.

- Support and participate in community engagement efforts, including in-person outreach, events, and coordination with community-based organizations
- Build and maintain relationships with community organizations
- Support project coordination across multiple service areas and internal initiatives, including scheduling, logistics, materials preparation, and internal tracking
- Manage day-to-day project tasks such as organizing files, tracking deliverables, maintaining timelines, and supporting team coordination
- Support the development of reports, PowerPoint presentations, and other visual deliverables for clients and internal use
- Contribute to writing and editing reports, summaries, and other project materials
- Take clear, professional meeting notes and support follow-up actions
- Assist with outreach planning and execution, including preparing materials and supporting on-site logistics
- Conduct research to support outreach strategies, events, and partnerships
- Support recruitment, scheduling, and coordination of focus group participants
- Review Traditional Chinese outreach materials for clarity and cultural relevance
- Provide Cantonese language support in community settings and internal work products
- Support coordination of translation and interpretation needs, including working with vendors and managing timelines, budgets, and review
- Support proposal development, presentations, and other internal initiatives as needed

What We're Looking For

This is an entry-to-junior-level position, ideal for someone who is detail-oriented, reliable, and excited to balance both internal project work and community-facing engagement. We are looking for a Project Associate who is ready to take initiative, execute tasks effectively, and grow quickly within the organization.

We are looking for someone who is organized, detail-oriented, and takes pride in keeping work clear, accurate, and on track. This role requires someone who can manage multiple moving pieces, stay on top of timelines, and support a team in delivering high-quality work. The right candidate is comfortable engaging with communities, participating in outreach, and representing the work in both in-person and virtual settings

We are looking for someone who is proactive, reliable, and able to take ownership of tasks. Strong communication skills are essential, both in writing and in person, along with the ability to engage thoughtfully with diverse communities and partners. This role is a strong fit for someone who is ready to be mentored, open to feedback, and motivated to grow within an organization. You should be eager to learn, ask questions, and build new skills over time, with the goal of taking on greater responsibility as you develop.

Qualifications:

- Fluency in spoken Cantonese
- Comfortable reading and writing in Traditional Chinese and English

Note: This role requires language fluency but does not require certification as a translator or interpreter. However, the position does require Cantonese-led verbal communication, presentations, and the ability to review Chinese materials prepared by professional translators, provide feedback, and consult with community needs in mind.

- Bachelor's degree or equivalent experience in a relevant field (e.g., communications, social sciences, political science, sociology, anthropology, public policy, or related areas)
- Demonstrated interest or experience in community engagement or public-facing work
- Strong organizational and administrative skills with attention to detail
- Strong writing skills, including report writing and summary development
- Experience or comfort developing PowerPoint presentations and other visual materials
- Ability to manage multiple tasks, track details, and meet deadlines
- Ability to adapt to new technologies and tools
- Strong interpersonal skills and ability to engage with diverse communities
- Reliable, proactive, and able to take ownership of tasks
- Ability to work independently and as part of a team
- Working knowledge of Microsoft Office, especially Word and PowerPoint
- Ability to travel to project locations across the Bay Area

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.
- This is an entry- to junior-level Project Associate role. The salary range is \$62,000–\$68,000 per year, depending on experience and qualifications. After a 90-day trial period, a \$2,000 bonus may be available.

InterEthnica is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and encourage candidates from all backgrounds to apply.

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