

Senior Communications Project Manager

About InterEthnica

Since 2004, InterEthnica has created multicultural marketing and public engagement campaigns, producing high-quality work that make a deep impact in our local communities. Diversity and equity are at the heart of what we do, which we believe starts from within. At InterEthnica, you will find a nurturing environment of self-motivated go-getters passionate about our work and driven by our shared belief that people's access to information should not be limited by their socioeconomic status, language, age, and/or ability. We are dedicated to creating a space where our team members can openly and actively contribute their diverse perspectives. We welcome your ideas and input, and as a small team, your voice can make a large impact both internally and on the communities we serve. Some of our current projects include Multilingual Voter Information Materials for the City and County of San Francisco Department of Elections, Public Outreach and Engagement for the San Francisco Municipal Transportation Authority (SFMTA), and the Waterfront Resilience Program for the Port of San Francisco.

Benefits and Perks

We believe in working hard, resting hard, and investing in our employees. InterEthnica is an equal opportunity employer and offers a comprehensive benefits package including health and dental insurance, as well as additional perks including those listed below:

- Annual education stipend. We are committed to investing in our employees' growth and development. We offer an annual education stipend to take classes, develop skills, expand your knowledge base, and receive certifications.
- Flexible vacation time. We believe taking time for yourself is as important as working hard. As a standard, we offer 10 days of paid time off and an additional day off for your birthday. Our offices are closed during all federal holidays and from Christmas to New Years. And no need to feel guilty about taking time off; we encourage extended vacations, and additional unpaid time off can be easily negotiated.
- Flexible and remote work environment. Even before the pandemic, we believed in the benefits of a flexible work environment and have promoted remote work as needed.

Senior Communications Project Manager Job Description

As a small business, roles at InterEthnica expand beyond just the basic job description. We are looking for a self-driven team player who can work autonomously, wear many hats, and is adaptable and flexible in their ability to meet the many demands of the role. The Senior Communications Project Manager's main responsibility will be leading and managing the multilingual and multicultural communications, public outreach, and community engagement projects from inception to completion. They will serve as the main point of contact for clients and be responsible for the project's successful completion. Additional roles and responsibilities will include:

- Develop and manage project plans, define schedules and budgets, lead meetings, and track project progress
- Prioritize and delegate tasks, manage team members, vendors, and external stakeholders to ensure project is executed on time and on budget
- Manage, maintain, and build relationships with external stakeholders including community-based organizations, community leaders, linguists, etc.
- Develop creative and effective strategies for community engagement
- Write RFP proposals, respond to bids, and develop PowerPoint presentations
- Facilitate and lead meetings with clients and community members
- Conduct secondary research on community demographics
- Provide research assistance for focus groups, surveys, IDI's etc.

Qualifications

- 3+ years of project management or related experience leading and managing multiple project teams, deadlines, and budgets
- Ability to prioritize tasks, work under strict deadlines, and juggle multiple projects at a time
- Strong interpersonal, presentation, and written communication skills
- Experience working with, managing, and developing relations with clients
- Excellent problem solving and analytical skills
- Strong proposal writing and copywriting skills
- Analytical research skills
- Self-starter who can work independently and be a team player
- Strong command of Microsoft Office, especially Word and PowerPoint
- Proficiency in a second language desirable
- Basic familiarity with Adobe Creative Suites is desirable

To Apply

Email your resume and cover letter to admin@interethnica.com