

Sr. Project Manager - Communications & Public Engagement

Full Time, Exempt Position

MISSION

Kheir's mission is to increase and provide access to culturally and linguistically-sensitive quality primary healthcare and human services support to the underserved and uninsured residents of Southern California.

ASSIGNMENT SUMMARY

The Sr. Project Manager - Communications & Public Engagement is a **senior, exempt, externally facing role** responsible for leading Korean-language and bilingual communications, legislative and media events, public engagement initiatives, and community education on behalf of Kheir Clinic.

This role requires demonstrated ability to **operate independently from concept through execution and reporting**, with strong editorial judgment, media fluency, and comfort representing the organization publicly in English- and Korean-language settings.

MINIMUM QUALIFICATIONS

- **8+ years of PAID professional writing experience** in journalism, communications, media, or public affairs.
- Proven experience leading media events and public engagements.
- Korean fluency; professional English fluency.
- Comfort working in an English-dominant, multicultural environment.
- Strong judgment, professionalism, and accountability.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Media, Writing & Public Communications

- Research, write, edit, and execute press releases, media advisories, advertorials, and public statements.
- Serve as a primary Korean-language media contact.
- Interface with pro-bono advertising agency for media placements.
- Pitch stories and coordinate coverage with Korean-language media outlets.

Legislative Visits & Media Events

- Lead communications planning for legislative and special visits.
- Serve as primary liaison to legislative offices.
- Develop run-of-show agendas, briefing materials, and messaging.
- Organize and manage media gaggles, press availabilities, and photo opportunities.

- Prepare leadership and clinicians for media interaction.

Medical & Health Content Development, Workshops & Livestreams

- Develop community-facing content with clinicians and outreach teams on topics such as autism, bipolar disorder, Medi-Cal navigation, and appropriate use of urgent care.
- Plan and execute **a minimum of seven (7) workshops, forums, or livestream events annually.**
- For each event: create scripts, issue press materials, coordinate outreach, and produce post-event reports.

Legislative & Policy Communications

- Monitor policy and legislative developments affecting patients.
- Deliver concise (≈2-minute) policy updates at Monday staff meetings when relevant.
- Translate policy impacts into accessible language.

Community Resource Guide & Patient Collaterals

- Lead production of the Community Resource Guide **at least every two years:**
 - English/Korean
 - English/Spanish
- Incorporate time-based updates (e.g., Federal Poverty Level).
- Draft initially in Korean or English; collaborate with Grant Writer and translators.
- Create culturally-appropriate patient communication materials in Korean for print and digital distribution.

Historian & Institutional Knowledge

- Track and document organizational milestones.
- Provide historical content to website manager for digital milestone updates.
- Support leadership with historical references.

Project Management & Collaboration

- Independently manage multiple high-visibility projects.
- Coordinate with Development, Patient Resources, clinicians, legislative offices, and media.
- **Perform other duties as needed and assigned.**

COMPENSATION

Robust compensation package with 100% employer-sponsored Medical (PPO, HMO, Kaiser), Dental, Vision, Disability, Life Insurance benefits.

28 PTO days in Year 1 including 6 paid sick days.

Salary Range: \$68,000 – \$100,000

Kheir Clinic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Kheir Clinic complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Kheir Clinic will consider for employment all qualified Applicants, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Please note that this job description is subject to change to meet the needs of Kheir Clinic.