



JOB OPPORTUNITY

Fresno American Indian Health Project seeks a qualified, committed, and experienced person for the following position:

Communications Manager

Title: Communications Manager

Department: Care Integration

Supervised by: Director of Care Integration

Supervises: Yes

Travel Required: Some

Salary Range: \$69,000 – \$89,000 per year

Type: Full-time, 40 hours per week, Exempt

Position Summary:

The Communications Manager will lead and implement the company's communication strategy, enhancing our brand presence and fostering effective internal and external communications. This role involves creating compelling content, managing media relations, and collaborating with various departments to ensure consistent messaging. We are looking for an innovative thinker who is passionate about storytelling and can engage diverse audiences. The Communications Manager plays a key role in shaping and executing the organization's media, communications, and outreach strategies across multiple platforms, including social media, the website, newsletters, and printed materials. This position ensures clear, timely, and effective communication of programs, events, and organizational updates to the community, staff, and stakeholders. Working collaboratively across all departments, the Communications Manager develops culturally competent materials that align with the purpose and vision of the Fresno American Indian Health Project (FAIHP). These materials will highlight the organization's services, prevention initiatives, and other key topics, supporting the education and outreach objectives of various projects and grants. Through strategic media engagement, this role strengthens FAIHP's presence and impact within the communities it serves.

Essential Duties:

- Supervises designated staff who support Communications-related services such as event coordination, community relations, and outreach efforts.
- Lead strategic communication planning efforts by developing and executing a comprehensive communication strategy aligned with company goals. Identify opportunities for effective communication to enhance the company's visibility and reputation.
- Lead content creation to ensure high-quality, engaging content for various channels, including press releases, public service announcements, internal and external community calendars, organization flyers and brochures, newsletters, social media, annual report, staff portal and website. Oversee the development of promotion materials and ensure brand consistency across all platforms. Manages content creation, updates, and functionality, ensuring compliance with organizational guidelines.
- Coordinates social media and print campaigns to promote services, prevention messages, and greater awareness of issues important to the Native American community
- Support media relations activities by managing press outreach and responding to media inquiries; coordinating interviews and storytelling opportunities; and working with preferred media outlets, sources, and networks.
- Manage internal communication efforts by designing and implementing internal communication programs to keep employees informed and engaged. Facilitate internal communication between departments and senior leadership to ensure alignment of messaging.
- Manage performance measurement by analyzing and reporting on the effectiveness of communication strategies through metrics and feedback for performance measurement. Adjust strategies based on insights efforts.
- Manage projects by leading communication projects, coordinating with department staff and community partners to ensure delivery on time and within budget. Oversee the communication calendar and prioritize initiatives based on company objectives.
- Assists FAIHP departments in ensuring all media-related grant goals, objectives, and deliverables are met. Coordinates photo, video, and voice recordings to meet grant project goals. Assists with program evaluation efforts, if applicable.
- Functions as a key leader at outreach and community events, working to engage the community in qualitative discussions and obtaining media content through photos/videos/recordings.

Posting Date: 07/29/2025

Closing Date- Open until filled



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- Ensures that all applicable permissions are obtained before publishing to avoid copyright issues and to avoid publishing photos of individuals who have not authorized consent
 - Responsible for media equipment, including checking out to staff, maintenance of equipment and inventory
 - Adheres to agency policies and procedures and advances the goals of FAIHP in a manner that embodies the agency's purpose and vision
 - Maintains strict confidentiality of client and personnel information, adhering to HIPAA, professional codes of conduct, State of California Regulations, Privacy Act, and FAIHP policies and procedures
- Other duties as determined necessary for the position or agency.

Minimum Requirements

- Bachelor's Degree or certification in Communications, Public Relations, Marketing, or related field.
- Proficient in using social media platforms and digital marketing tools.
- Experience in graphic design and using graphic design software.
- Experience engaging community members, specifically in the American Indian/Alaska Native Community
- Demonstrates computer skills with software including: PowerPoint, video editing, photo editing, graphics, networking, and engaging through various social media platforms, website platforms, creating outreach and newsletter material.
- Valid California Driver's license that is insurable on the company vehicle insurance policy.

A clear background check, a drug screen, COVID-19 vaccinations, and a negative TB test are required for employment.

FAIHP offers a robust benefits package that includes:

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| • Health Insurance | • Life Insurance | • Sick |
| • Dental Insurance | • 403(b) retirement | • 16 paid holidays |
| • Vision | • Vacation | per year |

Submit your Resume to jobs@faihp.org or complete a FAIHP Employment Application by visiting our website at www.faihp.org