



# The Commonwealth of Massachusetts Asian American Commission

## The Asian American Commission (AAC) Internship Program

The AAC's internship program aims to provide upper-level undergraduate students with meaningful professional experience to strengthen and enhance their academic experience; to provide the Commission with talented students able to carry out a vast array of projects and tasks; and to build stronger ties between and among the communities, the Commission, and the world of academia.

The Commission will support a student intern by providing an educationally rewarding internship where the student is doing work that is related to planning practice, research, development, communication, social services, in the environment of a small state agency working to advocate on behalf of all Asian Americans and Pacific Islanders (AAPI).

Under the supervision of the Program Director, the interns will undertake the following projects:

### ***Program and Research:***

- Contributing to the planning and coordination of the AAC's Annual Unity Dinner
- Collaborating with the legislative committee to coordinate outreach efforts for the 2020 Census
- Conducting research on various issues with a focus on 2020 Census and legislation that affects AAPIs
- Assisting with outreach to other community organizations or groups involved with issues of concern to AAPIs

### ***Communications/Publications/Web Design:***

- Writing and distributing press releases, creating social media content, and media advisories via Canva, Adobe Photoshop, Publisher
- Updating our contact databases using MailChimp, creating media lists, and obtaining media coverage for Commission events
- Contributing to website design using WordPress

### ***Qualifications:***

- Excellent interpersonal, organizational, and written/oral communication skills
- Strong interest in working to improve the social, health, education and economic status of AAPI communities
- Responsible and experience working independently and as part of a team
- Experience working with WordPress, Canva, Microsoft Office
- Flexible with a great sense of humor and should be willing to take initiatives for new assignments

There is a commitment of 15 hours per week required over a 12 week period. A stipend and/or course credit may be arranged to help with the cost of travel. Admission into the internship program is rolling. This position can be remote depending on flexibility/schedule.

Please submit a copy of your resume and a cover letter stating your reasons for applying, and be sure to address any specific position(s) within the Commission that interest you, and your dates and hours of availability to Jessica Wong, Program Director, Asian American Commission, One Ashburton Place, 12th Floor Boston, MA 02108, Tel: 617-939-1569 or email [Jessica.Wong@acommission.org](mailto:Jessica.Wong@acommission.org).