



The Commonwealth of Massachusetts Asian American Commission

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Forbes

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Job Description

Organization:	Commission of Asian American and Pacific Islanders (CAAPI)
Job Title:	(CAAPI) Youth Coordinator
Status:	Part-Time (150 hours per semester) for the academic year (September 2021 – July 2022), with a commitment of approx. 10 hours per week, Monday - Friday
Stipend:	According to experience (\$15-\$20 an hour)
Location:	Mostly remote work (some training sessions and meetings will need to be held in person)
Apply By:	August 18, 2021
Start date:	Sept 1, 2021

The Commission of Asian American and Pacific Islanders (CAAPI) is a Massachusetts Commission established under [section 68 of chapter 3](#) of the Massachusetts General Laws, which went into effect on October 29, 2006. The CAAPI was formed in recognition of the General Court's findings that Asian Americans and Pacific Islanders constitute the fastest-growing minority population in both the Commonwealth and the United States, that they represent a diverse population within the Commonwealth, and that many members of the Asian American and Pacific Islanders have overcome great hardship and made outstanding contributions to the educational, economic, technological, and cultural well-being of the Commonwealth, but still face many challenges in their efforts for full social, economic, and political integration within the Commonwealth.

Position Overview

The Youth Coordinator is responsible for managing CAAPI's Youth Council, administering and delivering programs related to the Council and the Commission's goals. The Youth Coordinator is responsible for taking notes and maintaining records to track Youth Council Program progress and accomplishments and ensure timelines and deliverables are being met. They should have a broad knowledge of current social justice issues, specifically related to youth and the CAAPI communities in Massachusetts. At the end of the internship, the Youth Coordinator may be responsible for training their replacement. The Youth Coordinator works collaboratively with staff, Commissioners, and community partners to carry out the responsibilities below and reports to the Executive Director.

Responsibilities

- Provides leadership, guidance, and training for Youth Council members in collaboration with the Executive Director.
- Facilitates the design and implementation of the annual Young Leaders Symposium and youth team projects in collaboration with the Program Director.
- Partner with Marketing Communications Coordinator to create outreach materials to recruit youth for Youth Council.
- Coordinate all meeting logistics, including but not limited to identifying and procuring training conference space and/or creating virtual meetings, software, social media, and ensuring attendance data is captured in a database.
- Create schedules, timelines, and detailed outlines for all youth teams.
- Coordinates and supervises the activities of the Youth Council and schedules time for the Youth Council Monthly Meetings.



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- Takes minutes of Youth Council meetings and other meetings as directed by the Executive Director.
- Tracks and documents Youth Council program sessions with sign-in sheets, detailed notes, and other means deemed appropriate.
- Monitors program activities; reviews, prepares and submits monthly program reports and other updates as needed.
- Works with the Executive Director in researching and drafting proposals for donors
- Assist the Youth Council members in planning regional virtual town halls and a Share Your Story Campaign for AAPI Heritage Month in May 2022.

Qualifications

- Currently enrolled undergraduate or graduate student in Massachusetts.
- 1-2 years of experience within youth services or secondary education, with experience facilitating youth groups and internships.
- Familiarity with anti-oppressive frameworks, including but not limited to Intersectionality, Anti-Racist, Equity, & Inclusion (AE&I).
- Experience in leading group facilitation and training youth in both online and in-person sessions.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint) and social media.
- Ability to take accurate minutes.
- Knowledge of and interest in Asian American and Pacific Islander issues and other social justice issues.
- Ability to relate to young people AND keep a professional distance is a must.
- A self-starter with strong organizational and time management skills.

Additional Desirable Qualifications

- Bilingual (Bengali, Mandarin, Korean, Burmese, Mon, Hindi, Khmer, Vietnamese, etc.)

To Apply

Submit resume and cover letter to yasmin.padamsee@aacommission.org by **August 18, 2021**.