



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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aapicommission.org

Program and Research Director

Are you passionate about the issues Asian American and Pacific Islanders navigate every day? Would you like to ensure that state government leaders have comprehensive, useful data about the AAPI community here and understand both this community's critical role and key needs? Do you thrive on a small team where a day might include both brainstorming an engaging event and tracking a budget? Join the Massachusetts Asian American and Pacific Islander Commission as their next Program and Research Director!

About this role:

The Program and Research Director role is a wide-ranging role and offers an opportunity to collaborate with state legislators, appointed commissioners, and community leaders across Massachusetts. The position includes leadership responsibility working with the Executive Director on programming and events or developing and analyzing the budget. There is also a substantial administrative responsibility to ensure the many important details, such as meeting times, minutes, or logistics, are all correct.

The Program and Research Director will conceive of and organize events that both enrich the AAPI community in Massachusetts and improve the public understanding of critical issues. The Director will collaborate with the Executive Director, the Communications & Marketing Manager, and the Commission to identify what data, statistics, or personal testimony would further illustrate and elevate the status of AAPI individuals in Massachusetts. The Program and Research Director reports to the Executive Director (ED).

Roles and Responsibilities

Program:

- Both develop new program concepts and effectively execute the Commission's longstanding and successful programs, alongside the Executive Director and Commission subcommittees.
- Support AAPIC subcommittees that organize the Commission's rich offerings on topics such as Health and Education and host annual events such as the Young Leaders Symposium and the Unity Dinner. Serve as the central hub for all administration and logistics such as creating agendas, keeping minutes, tracking project steps and ensuring deadlines are met. Ensure that meetings and minutes adhere to Open Meeting Law guidelines.
- Staff the Education and Health & Seniors Subcommittees as well as the Youth Council, with the help of two interns.

Research:

- Collaborate with the Subcommittees to develop diverse and wide-ranging opportunities to gather quantitative and qualitative data on the status, challenges, and needs of the AAPI community in Massachusetts.



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- Expand opportunities for gathering data beyond state-wide public hearings to include community listening sessions, focus groups, surveys, or other efforts that elevate the voices of AAPI communities.
- Track, record, and compile program data for Commission publications.
- Analyze program results and present findings to the Commission.

Administrative:

- Work with the Executive Director, Commission, and staff to develop the annual program budget, track expenditures to ensure they are within the established guidelines, and create related administrative and financial report.
- Schedule and secure meeting spaces for the Commission and stakeholders.

Qualifications:

The Commission recognizes that no candidate will have every quality or qualification ideal for this role. The Commission welcomes candidates with a combination of expertise and both work and lived experience that can advance the mission. The successful candidate will demonstrate both the creativity to make the Commission's programs and research compelling and the resiliency to work within the structure of a state agency and its commitment to broad public input and transparency. Among the key qualifications will be the following:

- Passion for the AAPIC mission! Cultural competency, lived experience, language proficiency relevant to the AAPIC community
- Five years of full-time, increasingly responsible professional, administrative, supervisory, or managerial experience in programs, research, business administration, business management, public administration, public management
- Bachelor's Degree or equivalent experience
- Eagerness to fully commit to and demonstrate understanding of racial equity, diversity, and inclusion work
- Demonstrated leadership abilities and personal characteristics for working effectively with a diverse body of stakeholders and effectively communicating cross-culturally
- Strong written and presentation skills
- Computer Skills in Microsoft Suite and online platforms such as Zoom
- Demonstrated initiative and perseverance when completing tasks
- Effective communication and listening skills and history as a respectful people manager
- Strong planning, research and organizational skills

TO APPLY:

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- Email cover letter and resume to jobs@aapicommission.org in pdf format. Title your resume with your last name and resume, title your cover letter with your last name and cover.



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- Please include the following subject line: Program and Research Director Applicant.
- The first consideration will be given to applications received by July 25, 2022.

SALARY AND BENEFITS: \$55,000 to \$65,000 salary commensurate with experience. Comprehensive Commonwealth of Massachusetts benefits package subject to their requirements. Full-time (37.5 hours) flexible schedule and remote-friendly.

This position includes responsibility for and requires the ability to work flexible hours, including evening and weekend events, meetings, and activities, and involves local in-state periodic travel.

Selected candidate offer is contingent on satisfactory reference checks, including a CORI background investigation and an employment eligibility verification. This process can take up to 4 weeks after the selection process is completed.

*Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities for this job. Duties, responsibilities, and activities may change with or without notice.

**AAPIC is proud to be an equal opportunity employer. All employees and applicants for employment are afforded equal opportunity in every area of hiring and employment without regard to race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, and any other legally protected characteristic.

***AAPIC embraces and celebrates a spirit of inclusion and diversity, and reasonable accommodations and modifications will be made whenever possible.

More about the Commission:

The Asian American and Pacific Islanders Commission represents the interests of Asian Americans and Pacific islanders throughout the Commonwealth and is dedicated to advocacy on behalf of AAPI throughout Massachusetts. The 21 Commissioners of the AAPI Commission, appointed by the constitutional state officers, make up this governing body.