



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

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One Ashburton Place  
12th Floor  
Boston, MA 02108  
aapicommission.org

### Job Description

**Organization:** Asian American and Pacific Islanders Commission (AAPIC)

**Job Title:** Communications and Policy Coordinator (Intern)

**Status:** Part-Time (10 hours a week)

**Stipend:** \$1000/Month

**Location:** Mostly remote work

**Deadline:** Jan 23, 2023

**Start date:** April 2023

### The Asian American and Pacific Islanders Commission

The AAPIC is a Massachusetts Commission established under [section 68 of chapter 3](#) of the Massachusetts General Laws, which took effect on October 29, 2006. The AAPIC 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 community 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

*The Communications and Policy Coordinator will assist in developing the communications and policy programs of the Commission, including but not limited to social media, writing the Annual Report, and researching policy. The Communications and Policy Intern works collaboratively with staff and Commissioner to carry out the program and reports to the Communications and Outreach manager. This is a flexible position designed to allow the intern to focus on their interests and areas of professional growth.*

### Responsibilities

- Assist in developing social media campaigns, including brainstorming and pitching content ideas, creating graphics, writing copy, and more.
- Update website with new resources.
- Writing, including promotional materials, the quarterly newsletter, and other works as needed.



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- Policy research, including what policies have been considered in Massachusetts and around the country.
- Tracking community group information for grants, listening sessions, and other programming.
- Working with the Executive Director and staff to research and draft plans as needed.
- Compare the state of diverse AAPI communities in Massachusetts and other states.

### **Qualifications**

- Currently enrolled in college.
- Familiarity with and enthusiasm to learn about communications and policy research/development and AAPI communities at the local, regional, and state level.
- Excellent written and verbal communication skills.
- Experience working independently and as part of a team.

### **Additional Desirable Qualifications**

- Bilingual in an Asian or Pacific Islander language.
- Flexibility to work afternoon-evening hours and weekends as needed.
- A team player with strong organizational and time management skills.

**To Apply:** Email your resume and cover letter to [jennifer.best@aapicommission.org](mailto:jennifer.best@aapicommission.org) by January 23, 2023 at 11:59 PM. If you have any questions or concerns, do not hesitate to reach out to Jennifer through email.