



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

COMMISSIONERS

Chairperson

Richard Chu (interim)

Vice Chairperson

Richard Chu

Treasurer

Megha Prasad
(interim)

Secretary

Ekta Saksena
(interim)

Jonjy Ananth
Nate Bae Kupel
Meenakshi Bharath
Mary Chin
Gary Chu
Richard Chu
Cinda Danh
Leo L. Hwang
Samuel Hyun
Pralhad KC
Danielle Kim
Betty King
Mary KY Lee
Nina Liang
Dimple Rana
Philjay Solar
Haniya Syeda

Executive Director

Yasmin Padamsee
Forbes

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

Job Description

Organization: Commonwealth of Massachusetts Asian American & Pacific Islanders Commission (AAPIC)
Job Title: **Regional Coordinator (Intern)**
Status: Until Dec 31, 2023, 10 hours per week.
Compensation: \$1000/month
Location: Remote
Apply By: Jan 31, 2023
Start date: February 2023

The Commonwealth of Massachusetts Asian American & Pacific Islanders Commission (AAPIC) is a permanent statewide body that was established under [section 68 of chapter 3](#) of the Massachusetts General Laws, which went into 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 AAPI 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 Overview

The Regional Coordinator is responsible for providing logistical support and coordinating activities pertaining to convening and advocating alongside Asian American & Pacific Islander communities in Western Massachusetts and other regions.

Responsibilities

- Manage Google Groups listserv for Regional community groups.
- Coordinate quarterly in-person meetings for the Advisory group for Western Mass and other regions when required.
- Organize meetings for the community and AAPIC staff and Commissioners when required.
- Work with the Communications team to ensure appropriate advocacy and outreach.
- Provide meeting support for AAPIC commissioners and staff, including taking notes, scheduling, corresponding with participants, and finding or preparing relevant documents.
- Contribute to AAPIC monthly newsletters with updates on events and news.
- Administer Commission's software systems, including Zoom, and manage users.
- Ensure all events, the number of participants, names, and addresses of speakers are recorded in shared spreadsheets.
- Create and assist with maintaining events and social media calendars.
- Assisting with networking initiatives across Massachusetts, and
- Help shape statewide initiatives such as AAPI education efforts.



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

Qualifications

- Residing in Western Massachusetts
- Familiarity with and enthusiasm to learn about AAPI community and social justice issues at the local, regional, and state level
- Excellent written and verbal communication skills

Additional Desirable Qualities

- A team player with strong organizational and time management skills

To Apply

Please submit your resume and cover letter to Esther Kim, Program & Research Director (esther.kim@aapicommission.org) by **Jan 31, 2023**.