



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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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: Program & Research Director

Compensation: \$65,000 to \$71,000

Location: Mostly remote.

Apply By: October 3, 2023

The Asian American and Pacific Islanders Commission

The Massachusetts Asian American & Pacific Islanders Commission (AAPIC) is a permanent statewide body dedicated to advocating for Asian Americans and Pacific Islanders. The Commission's goal is to recognize and highlight the vital contributions of Asian Americans and Pacific Islanders to the social, cultural, economic, and political life of the Commonwealth; to identify and address the needs and challenges facing residents of Asian and Pacific Islander ancestry; and to promote the well-being of this dynamic and diverse community, thereby advancing the interests of all who call Massachusetts home.

Program & Research Director

We seek a highly motivated and skilled Program and Research Director to join our dynamic team. This individual will play a pivotal role in advancing the mission of AAPIC by managing various programs and research initiatives to support and advocate for the AAPI communities in Massachusetts. There is also a substantial administrative responsibility to ensure that essential details, such as meeting minutes and event planning logistics, are all accounted for. The Program & Research Director reports to the Executive Director.

How to Apply:

Interested candidates are invited to submit a resume and cover letter to jobs@aapicommission.org. Please include "Program and Research Director Application" in the subject line. The deadline for applications is October 3, 2023.

Applications submitted to LinkedIn and other platforms will not be viewed.

Roles and Responsibilities:

Program Management

- Manage the implementation and evaluation of programs and initiatives that address the specific needs and concerns of AAPI communities.
- Oversee the Youth Council, recommending improvements and efficiency.
- Staff various subcommittees dealing with health and education.



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Research

- Expand opportunities for gathering data beyond statewide public hearings to include community listening sessions, youth councils, small grants, focus groups, surveys, and other efforts that elevate the voices of AAPI communities.
- Track, record, and compile program data
- Implement and analyze program outcomes and present findings for the Commission.
- Research pertinent issues affecting AAPI communities, including gathering and analyzing data and preparing reports and briefs.
- Translate research findings into actionable recommendations for the Commission's publications.
- Collaborate with Commissioners and the Executive Director to develop diverse and wide-ranging opportunities to gather quantitative and qualitative data on the status, challenges, and needs of the AAPI communities in Massachusetts.

Community Engagement

- Foster partnerships with AAPI youth organizations and advocacy groups.
- Organize and participate in community meetings, forums, and listening sessions to identify community needs and concerns.
- Collaborate with the Communications team to raise public awareness of AAPIC's work and initiatives.

Management

- Support the professional development and growth of team members.
- Schedule and secure meeting and event spaces for the Commission as needed
- Assist in recruiting, onboarding, and supervising interns, including the Youth Coordinator.

Qualifications:

- Bachelor's degree in a related field such as public policy, social sciences, or a relevant discipline.
- Strong research and analytical skills, with experience in data collection and interpretation.
- Proficiency in project management, including defining research goals, setting timelines, and allocating resources.
- Capable of identifying research priorities that contribute to the organization's success.
- Ability to present complex research findings clearly and compellingly through presentations, reports, and other communication channels.
- Familiarity with relevant technology, including survey software, research databases, and online research tools.
- A strong understanding of research ethics, including principles of confidentiality, informed consent, and data privacy, ensures that research activities adhere to ethical standards.
- Knowledge of AAPI communities, their challenges, and relevant issues.
- Proficiency in one or two Asian languages.
- Based in Massachusetts



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AAPIC is an equal-opportunity employer. We encourage applications from candidates of all backgrounds and experiences who share our commitment to diversity and inclusion.

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

BENEFITS: 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.

The selected candidate's offer is contingent on satisfactory reference checks. This process can take up to 4 weeks after completing the selection process.



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