



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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Forbes

One Ashburton

Place

12th Floor

Boston, MA 02108

aapiccommission.org

Job Description

Organization: Asian American and Pacific Islanders Commission (AAPIC)

Job Title: Pacific Islander Coordinator (Intern)

Status: Part-Time (10 hours a week) through June 30, 2024

Stipend: \$26/hour

Location: Mostly remote work

Deadline: December 15, 2023

Start date: January 5, 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 Pacific Islander Coordinator will assist in developing procedures and policies for the Commission related to health and the Pacific islanders community. They should have a broad knowledge of current Pacific Islander and health issues. The Pacific Islander Coordinator works collaboratively with staff and Commissioner to carry out the program and reports to the Program and Research Director.

Responsibilities

Research Pacific Islanders communities and organizations in the state, and compile information on such organizations for the Commission

Identify the community's needs and find ways that the Commission may support those needs.

Some of the specific tasks include:

- Working with Commission staff, organize in-person listening sessions with Pacific Islanders and local legislators to learn about the opportunities and challenges this community faces in Massachusetts per annual quarter
- Organizing and conducting Town Hall(s) with Pacific Islander community members (via zoom or in-person) to identify the needs of the community, with a focus on public



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health needs

- Conducting a community-needs assessment of the Pacific Islander community
 - This includes 1-in-1 interviews with Pacific Islanders (via zoom or in person)
- Presentation of findings to commission and publications
- Monitors program activities; reviews, prepares, and submits monthly program reports and other updates as needed.
- Weekly meetings with the Program and Research Director

Qualifications

- Knowledge of and interest in Asian American and Pacific Islander and other social justice issues.
- Currently enrolled as an undergraduate or graduate student in Massachusetts.
- Previous experience working with Pacific Islander community, particular interest for health research
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, and PowerPoint)
- A self-starter with strong organizational and time management skills

To Apply

Submit your resume and cover letter as "Pacific Islanders Coordinator" to jobs@aapicommission.org by December 15, 2023.