



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

Job Title: Western Mass Coordinator (Intern)

Status: 10 hours per week.

Compensation: \$26/hour

Location: Remote

Apply By: December 10, 2023

Start date: asap

Established on October 29, 2006, under [section 68 of chapter 3](#) of the Massachusetts General Laws, the Commonwealth of Massachusetts Asian American & Pacific Islanders Commission (AAPIC) is a vital, permanent statewide body. The creation of AAPIC acknowledges the significant findings of the General Court: Asian Americans and Pacific Islanders are not only the fastest-growing minority group in both the Commonwealth and the United States but also a diverse community within Massachusetts. Members of the AAPI community have surmounted considerable challenges and have notably contributed to the Commonwealth's educational, economic, technological, and cultural fabric. Despite these achievements, the AAPI community continues to navigate numerous obstacles in striving for complete social, economic, and political integration within the Commonwealth. The AAPIC is a testament to recognizing these contributions and addressing the ongoing challenges this vibrant and integral part of Massachusetts' society faces.

Position Overview

The Asian American & Pacific Islanders Commission (AAPIC) of the Commonwealth of Massachusetts seeks a Western Massachusetts Regional Coordinator. This role involves strategic engagement, program coordination, advocacy, and community support to advance the interests and well-being of AAPI populations in the region.

Key Responsibilities:

- Serve as the primary point of contact for the AAPI community in Western Massachusetts for the AAPIC.
- Develop and implement strategies to engage AAPI communities, including outreach to community leaders, organizations, and individuals.
- Coordinate and manage programs and events that support the AAPIC's mission of advancing the social, economic, and political integration of AAPI individuals.
- Manage Google Groups listserv for Western MA community groups.
- Coordinate quarterly in-person meetings for the Advisory Group for Western Mass and other regions.
- Organize meetings for the community, the Western MA advisory council, and AAPIC staff and Commissioners (particularly with Western MA commissioners).
- Work with the Communications team to ensure appropriate advocacy for and outreach to Western MA AAPI communities.
- Contribute to AAPIC monthly newsletters with updates on events and news.



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- Ensure all events, the number of participants, names, and speakers' addresses are recorded in shared spreadsheets.
- Create and assist with maintaining events and social media calendars.
- Coordinate with the Western MA representatives of the Governor's Office to find ways to create and increase collaborative efforts between the State of Massachusetts and Western MA AAPI communities
- Work with Western MA AAPIC Commissioners to develop strategies and programs to address issues facing Western MA AAPI communities.
- Research and write a section on Western Mass assessment, policy, and programs for the Annual report

Qualifications

- Residing in Western Massachusetts
- Familiarity with and enthusiasm to learn about the 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 jobs@aapicommission.org by December 10, 2023



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