



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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aapicommission.org

Job Description

Organization: Asian American and Pacific Islanders Commission (AAPIC)

Job Title: Communications Coordinator (Intern)

Status: Part-Time (10 hours per week)

Compensation: \$26.00 per hour

Location: Mostly remote, based in Massachusetts

Application Deadline: July 14, 2024, 11:59 PM EST

Start Date: September 16, 2024

End Date: May 30, 2025

About The Asian American & 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.

About The Position:

The Communications Coordinator internship is a dynamic role designed to develop your professional skills and interests. You will have the opportunity to build a diverse communications portfolio through content creation, graphic design, and copywriting. Reporting to the Executive Communications Specialist, you will work collaboratively with full-time staff and other interns. You will also get to learn the ins and outs of working with a public Commission. Your efforts will help to enhance our overall community engagement and visibility efforts so we can be of better service to AAPI communities in Massachusetts.

This is a part-time internship for academic year 2024-2025, with an expected commitment of 10 hours per week. While primarily remote, you will be able to attend in person events as needed or as desired. Weekly remote staff meetings and check-ins with your supervisor are an essential part of the internship, but we understand if you occasionally need to miss one with a valid excuse.



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Responsibilities may include the following, but this program is ultimately designed to cultivate your interests and areas of professional growth.

General Responsibilities:

- Build your communications portfolio by creating content, designing graphics, writing copy, and more.
- Brainstorm and pitch content that is educational, informative, and relevant to AAPI issues.
- Ensure that all content meets accessibility standards.
- Employ social media listening to understand community needs, trends, and sentiments.
- Assist in producing monthly newsletters by conducting research to find job opportunities, events, and resources relevant to AAPI communities.
- Contribute to promotional efforts for our annual Unity Dinner.
- Collaborate with other interns (Pacific Islander Coordinator, Western Mass Coordinator, and Youth Coordinator) to generate pertinent content.
- Support additional community engagement and visibility initiatives
- Assist in capturing and analyzing appropriate metrics. Implement insights to help shape communications best practices.
- Attend in-person events as needed and desired.
- Other tasks as needed.

Qualifications:

- Currently enrolled in higher education, including 2-year, 4-year, undergraduate, and graduate institutions.
- Based in Massachusetts.
- Eagerness to fully commit to and demonstrate an understanding of racial equity, diversity, and inclusion work.
- Excellent written and verbal communication skills with an ability to craft compelling narratives.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Ability to work independently and collaboratively within a team.

Additional Desirable Qualifications:

- Currently pursuing a degree in Communications, Marketing, Journalism, Public Relations, Graphic Design, English, Asian American Studies, or a related field.
- Prior experience with content creation, including writing, graphic design, and multimedia.
- Proficiency in communications software (e.g. Canva, Mailchimp, WordPress) and social media platforms (Instagram, Facebook, LinkedIn, X).



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- Cultural competency, lived experience, and/or language proficiency relevant to the AAPI communities.

Equal Opportunity Statement:

AAPIIC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for the internship without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply:

Please email your resume and cover letter to Executive Communications Specialist, Lizette Sta. Maria (lizettesta.maria@aapicommission.org) by **July 14, 2024 at 11:59 PM EST**. If you have any questions or concerns, please do not hesitate to reach out to Lizette over email.



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