



# The Commonwealth of Massachusetts Asian American and Pacific Islanders Commission

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## Job Description

**Organization:** Commonwealth of Massachusetts Asian American & Pacific Islanders Commission (AAPIC)

**Job Title:** **Western Mass Regional Coordinator (Intern)**

**Status:** Until Dec 31, 2025, 10 hours per week (contract can be extended based on desire and performance)

**Compensation:** \$26/hour

**Location:** Hybrid / Travel within Western Massachusetts required

**Apply By:** **November 3rd, 2024, 5 PM EST**

**Start date:** January 2025

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 Western Mass Coordinator is responsible for providing logistical support and coordinating activities related to convening and advocating alongside Asian American and Pacific Islander communities in Western Massachusetts. The Coordinator will report to the Program and Research Director.

### Responsibilities

- Serve as the primary point of contact for AAPI individuals, communities, and organizations in Western Massachusetts, communicating about updates and events.
- Coordinate quarterly meetings for Western Mass residents to discuss topics such as key issues, needs, supporting/promoting events, and policy planning.
- Organize and attend additional meetings with communities, AAPIC staff, and Commissioners, such as listening sessions, age-group-based meetings, or county-based meetings.
- Work with the Communications team to ensure appropriate advocacy and outreach, including contributing to AAPIC monthly newsletters with Western Mass news and updates, promoting events, and other promotional and educational content that pertains to AAPI communities in Western Massachusetts.
- Provide meeting support for AAPIC commissioners and staff during quarterly meetings, including taking notes, scheduling, organizing location and catering, corresponding with participants, and finding or preparing relevant documents.



# The Commonwealth of Massachusetts

## Asian American and Pacific Islanders Commission

- Using shared spreadsheets, maintain contact information on meeting/event attendees and overall Western Mass community members.
- Support other AAPI statewide initiatives such as education efforts or other interests.

### Qualifications

- Currently 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

- Strong organizational and time management skills
- Ability to work well on a team as well as self-guided/independent
- Effective communicator, proactively outreaching new communities/individuals
- Strong leadership and listening skills, able to direct and lead meetings effectively

### To Apply

Please submit your resume and cover letter to Shubhecchha Dhaurali, Program & Research Director, [shubhecchha.dhaurali@aapicommission.org](mailto:shubhecchha.dhaurali@aapicommission.org), and Evan Owens, current Western Massachusetts Regional Coordinator ([regional.coordinator@aapicommission.org](mailto:regional.coordinator@aapicommission.org)) by November 3rd, 2024, 5 PM EST.