



The Commonwealth of Massachusetts Asian American and Pacific Islanders Commission

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aapicommission.org

Policy Director

Organization: Asian American and Pacific Islanders Commission (AAPIC)

Reports to: Executive Director

Status: Full-Time

Compensation: \$69,600

Location: Mostly remote, based in Massachusetts

Application period: Nov 4 to COB, Nov 15, 2024

About The Position:

Are you passionate about championing policy change, advancing racial equity, and making a tangible impact within the AAPI community? The Asian American and Pacific Islanders Commission (AAPIC) seeks a strategic and action-oriented Policy Director to help shape AAPIC policy and advocacy. Working closely with the Executive Director, this role will drive the development and execution of dynamic, data-driven policy and advocacy strategies. With a commitment to racial equity, diversity, and inclusion, the Policy Director will play a pivotal role in ensuring that AAPIC’s mission resonates across our communities and within policy frameworks at all levels.

Responsibilities:

Policy Development and Strategic Analysis

- Partner with the Executive Director to develop impactful, forward-thinking policy positions aligned with AAPIC’s vision and mission.
- Research, analyze, and draft policy briefs, reports, and advocacy materials for legislative hearings and other key policy initiatives.
- Provide regular updates on legislative and regulatory developments, offering strategic recommendations that support AAPIC’s long-term goals.
- Track progress and identify opportunities for proactive policy intervention to support the implementation of AAPIC’s strategic and key issue areas.
- Track the Key Issue area implementation.
- Track strategic plan implementation for policy-related tasks.

Advocacy and Public Engagement

- Collaborate with the Executive Director and the Program and Research Director to ensure that the policy outputs from the listening sessions and advocacy events are incorporated into legislative hearings and other public forums.
- Work alongside the Executive Director and Communications Director to develop public messaging that builds awareness and supports our policy goals.
- Build partnerships with research organizations and academic institutions to deepen AAPIC’s policy insights and impact.

Subcommittee Coordination and Leadership



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- Serve as the primary liaison for the Government Relations Subcommittee, coordinating activities, preparing agendas, and capturing minutes.
- If needed, oversee and support 1-2 interns, guiding project management and professional development.

Research and Publication:

- Drive in-depth research on emerging policy issues affecting the AAPI community and produce compelling reports, white papers, and articles that inform stakeholders and support advocacy.
- Shape the Policy section of the Annual Report, highlighting AAPIC's policy outcomes, accomplishments, and strategic vision.

Legal Analysis and Compliance

- Provide legal review and analysis for policy proposals, ensuring all initiatives align with relevant laws and regulations.
- Assist the Executive Director in reviewing contracts and agreements to support AAPIC's activities and commitments.

Supporting the Organizational Priorities

- Work closely with the Executive Director to implement the AAPIC's strategic goals, support the Commission's adherence to the Open Meeting Law, and ensure monthly Commission Meetings are well-documented and compliant.
- Work with the team to contribute to organization-wide initiatives such as the Unity Dinner and Swearing-In Ceremony.
- Assist in hiring interns and full-time staff members as needed.
- Other tasks as needed.

Qualifications

We recognize that you might not have every qualification listed, and that's perfectly fine. We encourage you to apply, as your unique skills and experiences can still contribute greatly. Every candidate brings something valuable to the table, and we're excited to see what you can offer!

- Bachelor's Degree with Extensive Experience – for candidates with substantial experience (2+ years) in relevant fields like policy development, public affairs, or advocacy, particularly within community-focused or government organizations.
- AAPI Policy Expertise – In-depth knowledge of the social, economic, and political issues impacting AAPI communities, including mental health issues, immigration, language access, education equity, and racial justice.
- Policy Development and Analysis – Ability to research, create, and advocate for policies that address AAPI-specific challenges and advance the Commission's mission.
- Strategic Thinking – Strong capability to identify key opportunities, anticipate challenges, and shape AAPIC's policy agenda based on community needs and emerging trends.
- Commitment to Diversity, Equity, and Inclusion – A demonstrated commitment



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to addressing racial disparities and promoting equitable policies within AAPI and intersecting communities.

- Strong Communication Skills – Excellent written and verbal communication for drafting policy briefs.
- Cultural competency, lived experience, and/or language proficiency relevant to the AAPI communities.
- Based in Massachusetts.

To Apply

Please submit your resume and cover letter with “Policy Director” in the subject line to jobs@aapicommission.org by COB Nov 15, 2024.