



The Commonwealth of Massachusetts Asian American and Pacific Islanders Commission

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Policy and Advocacy Director

Organization: Asian American and Pacific Islanders Commission (AAPIC)

Reports To: Executive Director

Employment Status: Full-Time

Compensation Range: \$65,000–\$75,000, commensurate with experience

Location: Hybrid; based in Massachusetts with a minimum of one (1) in-person workday per week in Boston

Probationary period: This position includes a 6-month probation period.

Application period: **February 25 through March 10.** Applications will be reviewed following the closing date.

About the Asian American and Pacific Islanders Commission (AAPIC)

The Asian American and Pacific Islanders Commission (AAPIC) works with the Governor and Lt. Governor's Office, the Legislature, and state agencies on issues affecting AAPI communities across Massachusetts. Through listening sessions, public engagement, and community partnerships, AAPIC works to elevate community voice and promote equitable access to state services and opportunities.

Position Overview

The Policy and Advocacy Director supports the Executive Director in advancing AAPIC's advisory and community-informed work. While the Executive Director leads direct engagement with legislators and state agencies, this role ensures that the Commission's recommendations and public reporting are grounded in research, accurate policy monitoring, and documented community input.

The ideal candidate is strategic, detail-oriented, and knowledgeable about immigration policy and the needs of Massachusetts' diverse AAPI communities.

Key Responsibilities

Under the direction of the Executive Director:

Policy Monitoring and Research

- Monitor federal, state, and local legislative and regulatory developments affecting AAPI communities, including immigration, civil rights, language access, healthcare, housing, public benefits, and small business policy.
- Track changes in immigration law and assess potential impact on Massachusetts AAPI immigrant and refugee communities.
- Conduct research and prepare issue briefs, summaries, testimony drafts, and background materials for the Executive Director and Commission subcommittees.
- Maintain tracking systems for legislation, regulatory developments, and community-identified priorities.

One Ashburton Place
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Boston, MA 02108
aapicommission.org



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- Collect and analyze qualitative and quantitative data, including findings from listening sessions and public hearings.

Community Engagement and Resource Support

- Document and synthesize themes from listening sessions, community forums, and public hearings.
- Translate complex policy changes—particularly immigration, health, and affordability updates—into clear, accessible summaries for community organizations.
- Share trusted resources and connect community members to legal, social service, and advocacy networks when appropriate.
- Support the preparation of materials for legislative hearings and public forums led by the Executive Director and Commissioners.

Subcommittee and Commission Support

- Serve as primary staff liaison to the Government Relations Subcommittee, including preparing agendas, coordinating materials, and documenting meetings.
- Support preparation and follow-up for monthly Commission meetings in compliance with the Open Meeting Law.
- Supervise and mentor interns, if assigned, including oversight of research projects.

Reporting and Organizational Support

- Draft the policy-related sections of AAPIC's Annual Report by summarizing key findings from listening sessions, community forums, and public hearings, and by highlighting relevant federal, state, and local legislative and regulatory developments affecting AAPI communities.
- Support implementation of AAPIC's Strategic Plan.
- Maintain internal compliance tracking systems for Commissioners, staff, and interns.
- Contribute to Commission-wide initiatives and events, including the Unity Dinner, Swearing-In Ceremony, and other public programs.
- Perform other duties as assigned by the Executive Director.

Minimum Qualifications

- Bachelor's degree in public policy, public administration, political science, law, social sciences, or a related field; Master's degree preferred.
- At least 5 years of relevant professional experience in public policy, research, government, community advocacy, or a related field.
- Knowledge of Massachusetts state government processes and legislative procedures.
- Demonstrated understanding of immigration policy and issues affecting immigrant and refugee communities.
- Experience conducting research, drafting reports, and synthesizing complex information clearly and accurately.



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- Strong written and verbal communication skills.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- **Based in Massachusetts.**

Preferred Qualifications

- Experience working with Asian American and Pacific Islanders communities in Massachusetts.
- Familiarity with language access laws and culturally responsive engagement practices.
- Experience supporting public boards or commissions.
- Experience analyzing disaggregated demographic data.
- Multilingual skills relevant to Massachusetts AAPI communities are strongly preferred.

Benefits

This position is eligible for benefits through the Commonwealth of Massachusetts, including vacation leave, sick leave, personal leave, paid holidays, and participation in retirement and insurance programs, in accordance with Commonwealth policies and applicable agreements.

Application

Please submit your resume and cover letter with "Policy and Advocacy Director" in the subject line to jobs@aapicommission.org

The Commonwealth of Massachusetts is an Equal Opportunity Employer. Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.



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