



# The Commonwealth of Massachusetts Asian American Commission

## The Asian American Commission (AAC) Internship Program

The AAC's internship program aims to provide Master's and upper-level undergraduate students with meaningful professional experience to strengthen and enhance their academic experience; to provide the Commission with talented students able to carry out a vast array of projects and tasks; and to build stronger ties between and among the communities, the Commission, and the world of academia.

The Commission will support a student intern by providing an educationally rewarding internship where the student is doing work that is related to planning practice, research, development, communication, social services, in the environment of a small state agency working to advocate on behalf of all Asian Americans and Pacific Islanders (AAPI).

Under the supervision of the Executive Director, the interns will undertake the following projects:

### *Program and Research:*

- Assisting with the coordination of all of AAC's programs (Health Care, Resource Fairs, Economic/Financial Literacy workshops, etc.)
- Contributing to the planning of the AAC's Unity Dinner, the Health Care Summit, and the Young Leaders Symposium events
- Collaborating with the Health Care Subcommittee and supporting all their activities
- Assisting with outreach to other organizations or groups involved with issues of concern to AAPIs
- Conducting research on various issues with a focus on Health Care affecting and access for AAPIs

### *Communications/Publications/Web Design:*

- Writing and distributing press releases, monthly newsletter, and media advisories
- Updating our contact databases using MailChimp, creating media lists, and obtaining media coverage for Commission events
- Updating Facebook and Twitter pages with recent event information
- Contributing to website design using WordPress
- Supporting and contributing to the activities of the PR/Marketing committee

### **Qualifications:**

- Excellent interpersonal, organizational, and written/oral communication skills
- Strong interest in working to improve the health, education and economic status of AAPI communities
- Responsible and experience working independently and as part of a team
- Flexible with a great sense of humor and should be willing to take initiatives for new assignments

Internships are available to students during the fall, spring, and summer terms. There is a minimum commitment of at least 15 hours per week required. This is not a paid internship, but course credit is available upon request and in coordination with the intern's academic program. Admission into the internship program is rolling.

Please submit a copy of your curriculum vitae and a cover letter stating your reasons for applying, and be sure to address any specific position(s) within the Commission that interest you, and your dates and hours of availability to **Jenny Chiang**, Executive Director, Asian American Commission, One Ashburton Place, 12th Floor Boston, MA 02108, Tel: (617) 367-9333 Ext. 662 or email [Jenny.Chiang@acommission.org](mailto:Jenny.Chiang@acommission.org)

Like us on Facebook: <https://www.facebook.com/aacommission>

Official website: <http://www.aacommission.org>

Follow us on Twitter: @AACommission