



# The Commonwealth of Massachusetts Asian American Commission

## The Asian American Commission (AAC) Internship Program

The AAC's PR and Legislative internship program aims to provide Master's, Professional, or Doctoral level students with meaningful professional experience to strengthen and enhance their academic experience; to provide the Commission with talented students able to carry out PR and Legislative committee-related 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 and analysis, and communication 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 and the PR & Legislative committee chair(s), the intern will undertake the following responsibilities:

### **Policy Research:**

- Assisting with the development and maintenance of a state legislative timeline and database of state and local representatives
- Assessing, summarizing, and analyzing bills that would impact and/or are important to AAPI communities in MA
- Presenting legislative materials at committee meetings
- Conducting and attending meetings and events with AAC as needed

### **Communications/Publications:**

- Writing and distributing press releases and media advisories related to urgent policy or news matters
- Assisting with AAC statements on pending legislation
- Being the initial point of contact to public and media on PR requests
- Supporting and contributing to the PR activities of the committee

### **Qualifications:**

- Current Masters, Professional, or Doctoral student at an accredited MA-based university
- 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

Internships are available to students during the fall, spring, and summer terms with a 9-month commitment. There is a minimum commitment of at least 4 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.

Please submit a copy of your curriculum vitae and a cover letter stating your reasons for applying, and be sure to address any specific area(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)

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