



The Commonwealth of Massachusetts Asian American Commission

Part Time Administrative Coordinator

The Asian American Commission represents the interests of Asian Americans throughout the Commonwealth and is dedicated to advocacy on behalf of Asian Americans throughout Massachusetts. The Commission's goal is to recognize and highlight the vital contributions of Asian Americans to the social, cultural, economic, and political life of the Commonwealth; to identify and address the needs and challenges facing residents of Asian ancestry; and to promote the well-being of this dynamic and diverse community, thereby advancing the interests of all persons who call Massachusetts home.

Position Summary:

Under the supervision of the Executive Director, the Part Time Administrative Coordinator's activities include, but are not limited to:

- Maintain organizational files and documents
- Assist with the administrative support and coordination of all AAC programming (Health Disparity Education, Resource Fairs, Economic/Financial Literacy workshops, Young Leaders Symposium, Unity Dinner, etc.)
- Schedule and secure meeting spaces for AAC and stakeholders as needed; Assist with preparation of meeting materials
- Assist with donor communication and bulk mailings

Qualifications

- Excellent interpersonal, organizational, and written/oral communication skills
- Strong interest in working to improve the health, education, and economic status of AAPI communities
- Experience working independently and as part of a team
- Flexible with a great sense of humor and willingness to take on initiatives for new assignments
- Experience with WordPress (or website development)
- Proficiency using Microsoft Office Suite and MailChimp
- Flexibility to work afternoon-evening hours and weekends as needed
- Periodic travel within the state as required (attendance at monthly AAC meetings required)

To Apply

Please submit your resume and cover letter to **Jenny Chiang**, Executive Director via email, Jenny.Chiang@aacommission.org.

Salary: Base pay of \$15/hour – 20 hours per week

*Please note that the funding period runs through 6/30/19 and continuation is contingent upon state funding.

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

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