



The Commonwealth of Massachusetts Asian American Commission

Part Time Community Engagement Coordinator – Western MA

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:

This position is primarily based in Western Massachusetts and reports to the full Commission. Under the supervision of the Executive Director, the position will work to assist in developing and carrying out AAC's initiative to expand programming into areas including, but not limited to Springfield and Amherst. Activities include, but are not limited to:

- Lead event marketing and outreach strategies
- Maintain AAC presence across social media platforms
- Assist with the coordination of all AAC programming as needed (Health Disparity Education, Resource Fairs, Economic/Financial Literacy workshops, Young Leaders Symposium, Unity Dinner, etc.)
- Collaborate and outreach to partner organizations or groups involved with issues of concern to AAPI communities through relevant state-wide initiatives
- Engage with various AAPI communities to inform the development of inclusive and responsive programming

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 via email to jobs@acommission.org.

Deadline to apply: June 21, 2019

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

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