



# The Commonwealth of Massachusetts Asian American Commission

## Full 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:

This position is primarily based in Metro Boston and reports to the full Commission. Under the supervision of the Executive Director, the Full- Time Administrative Coordinator's activities include, but are not limited to:

- Maintain organizational files and documents
- Provide general administrative support and coordination of all AAC programming such as 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, generate and produce reports for the ED and Commissioners, conduct necessary research relevant to all AAC programs and projects as needed
- Assist with donor communication and bulk mailings
- Coordinate fundraising activities

### Qualifications

- Excellent interpersonal, organizational, and written/oral communication skills
- Strong interest in working to improve the health, education, and economic status of AAPI communities and strong interest in fulfilling the overall mission of AAC
- 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
- Full time position with some flexibility to work evening and weekends, depending on projects assigned
- Periodic travel within the state as required (attendance at monthly AAC meetings required)
- A Bachelor's degree

### To Apply

Please submit your resume and cover letter to **Jenny Chiang**, Executive Director via email, [jobs@acommission.org](mailto:jobs@acommission.org). Deadline to apply: September 25, 2019.

**Salary:** \$36,000, full time 37.5 hours/week

Standard working hours Mon-Fri, 9am-5pm contingent upon project assignments and program requirements

*This position is funded from the Commonwealth's annual operating budget and is subject to appropriation. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, or other factors protected by law.*

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