



The Commonwealth of Massachusetts

Asian American and Pacific Islanders Commission

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aapicommission.org

2026-2027 AAPIC Youth Council Coordinator Job Description

Application Deadline: July 20th, 2026

Status:	Intern, a commitment of approx. 14 hours per week , Monday - Friday from September 2026 - July 2027 with possibility of extension
Hourly Pay:	\$26/hour
Reports to:	Program & Research Director
Location:	Mostly remote work (some training sessions and meetings will need to be held in person around the state of Massachusetts, mostly in Greater Boston)
Eligibility:	Must be a Massachusetts resident
Apply By:	July 20, 2026

The Commonwealth of Massachusetts Asian American & Pacific Islanders Commission (AAPIC) is a permanent statewide body that was established under section 68 of chapter 3 of the Massachusetts General Laws, which went into effect on October 29, 2006. The AAPIC was formed in recognition of the General Court's findings that Asian Americans and Pacific Islanders constitute the fastest-growing minority population in both the Commonwealth and the United States, that they represent a diverse population within the Commonwealth, and that many members of the AAPI community have overcome great hardship and made outstanding contributions to the educational, economic, technological, and cultural well-being of the Commonwealth, but still face many challenges in their efforts for full social, economic, and political integration within the Commonwealth. Through the Youth Council's work and leadership, we hope to elevate diverse AAPI youth voices across Massachusetts.

Position Overview

The Youth Council Coordinator (YCC) is responsible for managing the AAPIC's Youth Council, administering and delivering programs related to the Council and the Commission's goals. The YCC works with the Program & Research Director to support Youth Council members with community advocacy, participation, and implementation of their community projects. The YCC is responsible for leading biweekly Youth Council meetings, taking notes and maintaining records to track Youth Council Program progress and accomplishments, and ensure timelines and deliverables are being met. They should have a broad knowledge of current social justice issues, specifically related to youth and the AAPI communities in Massachusetts. The Youth Coordinator works collaboratively with staff, Commissioners, and community partners to carry out the responsibilities below and reports to the Program & Research Director.



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Responsibilities

- Provides leadership, guidance, and training for Youth Council members in collaboration with the Program & Research Director.
- Provides training in resume preparation, stakeholder outreach, etc. and creates a program timeline with deadlines and deliverables outlined.
- Oversees and supports youth community projects in collaboration with the Program & Research Director.
- Partner with Communications Manager to create outreach materials to recruit youth for Youth Council.
- Coordinate all meeting logistics, including but not limited to identifying and procuring training conference space and/or creating virtual meetings, software, social media, and ensuring attendance data is captured in a database.
- Create schedules, timelines, and detailed outlines for all youth teams.
- Coordinates and supervises the activities of the Youth Council and schedules time for the Youth Council bi-weekly Meetings.
- Prepares agendas and minutes of all Youth Council meetings and shares with the Program & Research Director.
- Tracks and documents Youth Council program session attendance, goals, and other details deemed appropriate.
- Monitors program activities; reviews, prepares and submits monthly program reports and other updates as needed.
- Manage the Youth Council Instagram page, creates weekly posts and stories in collaboration with the Youth Council members.
- Holds monthly 1:1 check in meetings with the Youth Council members.
- Designs trainings for Youth Council members on the topics diversity, equity, and inclusion

Qualifications

- 1-2 years of experience within youth services or secondary education, with experience facilitating youth groups and internships.
- Familiarity with anti-oppressive frameworks, including but not limited to Intersectionality, Anti-Racist, Equity, & Inclusion (AE&I).
- Experience in leading group facilitation and training youth in both online and in-person sessions.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office (including Word, Excel, Access, Outlook, PowerPoint) and social media.
- Ability to take accurate minutes.
- Knowledge of and interest in Asian American and Pacific Islander issues and other social justice issues.
- The ability to relate to young people AND keep a professional distance is a must.
- A self-starter with strong organizational and time management skills.



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Additional Desirable Qualifications

- Bilingual in an AAPI language (Bengali, Mandarin, Korean, Burmese, Mon, Hindi, Khmer, Vietnamese, etc.)

APPLY [HERE](https://forms.gle/RJHYFPFu6boX7f8z8) by July 20, 2026: <https://forms.gle/RJHYFPFu6boX7f8z8>

If you have any questions, feel free to email Program & Research Director, Shubhecchha Dhaurali, at shubhecchha.dhaurali@aapicommission.org

Thank you!



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