



Position Title: Administrative Assistant

Positions: 1

Hourly: \$17.5/hr

Hours: Full-time (35 hours/week)

Duration: June 19, 2024 - August 16, 2024 with the possibility of an extension

Location: Currently a virtual work-from-home opportunity (open to all across Canada) with possible in-person meetings.

ABOUT US

The Ase Community Foundation for Black Canadians with Disabilities is rooted in the principle of "For us, by us", centring our voices, lived experience, and resistance through resilience to manifest change.

Through collective wisdom, cross-movement solidarity, and boundless talents, we identify and dismantle structural and societal inequities that perpetuate stigmas and adversely impede all aspects of life and well-being for Black people with disabilities.

Our mission is to disrupt disparities at the intersection of Blackness, disability, and gender; driving a cultural shift that supports the collective liberation of our community.

We cultivate access for all through education and awareness, collaborative knowledge sharing, research and policy, and youth empowerment anchored in a national Black Accessibility Knowledge Hub.

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connect@asecommunityfoundation.com

www.asecommunityfoundation.com

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POSITION SUMMARY

This position will assist with coordinating events and managing day to day administration of ASE Community; including booking meetings, zoom webinars, and appointments, taking draft minutes and notes; assisting the management with administrative and email communications, assist with planning and execution with events (web based platforms), and overseeing small event budgets and expenditures. As well as other duties as assigned.

Key Responsibilities

- Planning and executing small events; using online platforms would be an asset
- Create excel spreadsheets and google forms, and assist with membership and volunteer applications, follow-up, and email inquiries
- Manage the ASE Community main email, membership and volunteer response and refer
- Assist large scale events and communication strategies
- Many administrative duties as assigned
 - Other duties as assigned




Qualifications and Experience

- Good organizational , priority-setting, and follow-through skills
- Ability to work independently and effectively allocate your time to complete important productive tasks
- Work with teams online
- Full-time student interested in learning (secondary or post secondary)
- Proficient with Microsoft Office suite and/or G-Suite; Google docs and forms, and web-based
- Experience and/or lived experiences working with/within BIPOC/disability/women organizations/groups is an asset .
- Passionate about dismantling anti-Black racism and ableism
- Team player who will contribute to a collaborative team environment

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Eligibility

- Be between 15 and 30 years of age at the beginning of the employment period
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please submit a cover letter and resume by June 6, 2024 by 11:59 PM to youth@asecommunityfoundation.com and also let us know what you may need during the application and interview process.

ASE Community works within an advanced anti-oppression, disability justice, critical race theory, and Black feminist framework; that actively challenges and works to dismantle systems of oppression; disrupting anti-Black racism, ableism, gender, and LGBTQ2S violence, and intersectional identities within the Black diaspora.

ASE Community focuses on Black folk with disabilities; we strongly encourage and prioritize candidates with lived experience within the Black Community in Canada to apply!

We thank all applicants for their interest but only those selected for further consideration will be contacted. Please check out our website and become a member of our community.

More information or to become a volunteer, visit us at

<https://asecommunityfoundation.com/>

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