



Position Title: Administrative and Events Coordinator

Start Date: Monday, September 18, 2023

End Date: February 28, 2026

Hourly: \$24 - \$27 hour, with Dental and Health Benefits

Hours: Full Time, 35 hours per week, primarily Monday- Friday, 9-5 pm EST. Must be available to work evenings and weekends as required for events and initiatives.

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

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POSITION SUMMARY

The Administrative and Community Programs Coordinator will be responsible for the coordination of all organizational administration, events, communication and marketing/social media, and community initiatives; including the Black Accessibility Knowledge Hub, Kandake Fellowship program, and Real Knowledge Series.

Office Administration and Financial Assistance

- Provide direct administrative support to the board of directors executive team, board committees, Senior Manager, and staff.
- Execute day-to-day administrative responsibilities and assist with finance including; payroll, budget coordination, financial reconciliation and variances, expense tracking, invoices, deposits, and other financial matters;
- Maintain, update, and build Customer Relationship Management databases (CRM)
- Create, implement, and streamline office protocols, financial systems, and documentation
- Supervise and train student interns, summer students, and volunteers
- Coordinate with HR processes, timesheets, and accommodation requests
- Develop monthly & annual reports, presentations, and briefing documents
- Coordinate board of director meetings, write meeting minutes, and update project plans
- Act as the organization's first point of contact, responding to general inquiries and concerns in a professional manner

Black Accessibility Knowledge Hub

- Oversee the administration and development of the Black Accessibility Knowledge Hub
- Maintains the overall quality and integrity of online organizational platforms, CRM database, and WordPress website and hub. This includes working with community partners, vendors, stakeholders, people with disabilities, and staff to troubleshoot problems and stay current with system updates.
- Administer and consolidate culturally relevant national resources, services, and knowledge for the virtual Black Accessibility Knowledge Hub

Community Development and Outreach

- Liaison and engage with community stakeholders, partners, and members across Canada
- Assist in the development, coordination, and implementation of the Partnership and Community Outreach Plan
- Coordinate partnership meetings, community engagement, and joint events
- Coordinate community-based initiatives and youth projects (eg. Kandake Fellowship Program, Black Student Success Summit)
- Coordinate youth programs and develop a training model for youth
- Develop toolkits and resources

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- o We will develop a professional development toolkit and professional and culturally-relevant network of mental, physical health, emotional, and well-being supports; all housed on our Black Accessibility Knowledge Hub.

Event Management & Marketing

- Design, plan, and lead all the Ase Community events, townhalls, meetings, conferences, symposiums, community training, seminars, panels, and forums
- Develop and coordinate strategies and project plans for small initiatives and all events
- Coordinate all details from event ideation to evaluation and final reports. This includes writing event proposals, briefs, critical paths, timelines, budgets, and social enterprise revenue projections.
- Manage logistical and other details associated with the planning and execution of successful events, including catering, day-of-event logistics, appropriate donor recognition, donations processing and acknowledgements.
- Coordinate and embed accessibility accommodations, accessibility literacy, and disability supports
- Manage and facilitate additional projects and responsibilities as they arise within the assigned development program areas.
- Assist in the development and implementation of the Marketing and Social Media strategy and evaluate engagement
- Design web and social media content such as Canva posts and videos
- Coordinate and design monthly newsletters and implement communication plans
- Other Tasks as Assigned (5% of Time)

Qualifications and Experience

- The minimum level of education required is a college diploma/bachelor's degree or equivalent education and experience.
- A minimum of 3 years of experience coordinating virtual and in-person events is essential
- A Minimum of 3 years experience outreaching within the Black Community
- A minimum of 2 years of experience creating and coordinating marketing/social media campaigns
- Strong administration, content writing, Google Sheets, and Excel skills
- Experience using Canva, online marketing tools and platforms, social media, and Zoom
- Experience working with community organizations and partners on joint initiatives and events
- Working and/or lived experience within the Black community.

We strongly encourage Black disabled candidates to apply!

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Assets

- Experience and knowledge of disability justice, intersectionality, anti-Black racism strategies, GBV analysis, and accessibility rights and resources
- Experience working in a non-profit office environment and on team projects
- Practical Word Press knowledge and website update skills
- High proficiency and skills using GSuite and other administrative and content management software
- Experience using accessibility tools, accommodating persons with disabilities, understanding instructional design, and accessibility literacy

Please submit a cover letter and resume by Sunday, August 27, 2023, at 11:59 PM (EST) by email with the subject line “Administrative and Community Programs Coordinator Application”, directed to the Senior Manager at connect@asecommunityfoundation.com.

We are committed to a fully accommodated and seamless hiring process experience.

Please let us know how we can support you throughout this process. This includes accommodations and other requests.

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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