



Position Title: Community Programs Coordinator

Start Date: Immediately

End Date: October 31st, 2024 with possibility of extension

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

www.asecommunityfoundation.com

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POSITION SUMMARY

The 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.

Community and Programs Development

- Coordinate community-based initiatives
- Lead and coordinate youth programs and projects (eg. Kandake Fellowship Program, Black Student Success Summit, and Ase Youth Coalition)
- Develop a training and mentoring model, and supervise students, interns and volunteers
- Outreach and engage with community organizations, events, networks and initiatives across Canada
- Assist in the development, coordination, and implementation of the Partnership and Community Outreach Plan
- Coordinate partnership meetings and facilitate joint events and program initiatives
- Develop and implement community engagement initiative projects.

Event Management & Marketing

- Design, plan, and lead all the Ase Community events, townhalls, conferences, symposiums, community training, seminars, panels, and forums.
- 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
- 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 actively post and engage social media and other marketing channels for all events activities.
- Create and disseminate the monthly newsletter and implement communication plans

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Black Accessibility Knowledge Hub

- Administer and consolidate culturally relevant national resources, services, and knowledge for the virtual Black Accessibility Knowledge Hub
- Maintains the overall quality and integrity of online organizational platforms, CRM database, WordPress website and BLAckKHub.
- Coordinate community partners, vendors, stakeholders, people with disabilities, and staff to troubleshoot problems and stay current with system updates.
- Create toolkits, “get help” videos, and awareness marketing campaigns to engage community
- Research and expand the collection of intersectional submissions of Services, Resource Directory, and Knowledge Catalogue

Administration and Finance

- Coordinate Youth Employment initiatives (student, interns, and volunteers) such as Summer Employment programs, Advancing Black Disabled Talent, and fall/winter placements.
- Work closely with disability specialist and experts to implement accommodation processes and plans
- Coordinate all logistics, training, and payroll (compensation) for student roles.
- Develop monthly and annual reports, presentations, and briefing documents, including assisting with grant applications.
- Coordinate community partner, student leader meetings, board of director meetings, write meeting minutes, and update project plans
- Manage and facilitate additional projects and responsibilities as they arise within the assigned development program areas.
- 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 community based programs, focusing on developing Black communities and/or disability focused initiatives.
- Experience working with and alongside Black youth, with a strong understanding of with disabilities and other intersectionality identities
- A minimum of 2 years of experience creating and coordinating marketing/social media campaigns
- Proficient at using Canva, online marketing tools and platforms, social media, and Zoom
- High proficiency and skills using GSuite and other administrative and content management software, including Google Sheets and/or Excel skills for budgeting and financial tracking
- Experience updating content on website platforms, including wordpress.
- 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 using accessibility tools, accommodating persons with disabilities, understanding instructional design, and accessibility literacy
- Experience using wordpress to update content and data is highly desirable, as the BLAckHub is a Wordpress platform.(willing to train)
- Experience updating webpages and using other digital platforms is an asset

Please submit a cover letter and resume by Wednesday, October 4, 2023, at 11:59 PM (EST) by email with the subject line “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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