



Position Title: Community Projects Coordinator

Start Date: Immediately

End Date: June 30th, 2025 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 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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POSITION SUMMARY

The Community Projects Coordinator will be responsible for coordinating 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. This position works closely with both the staff and management team.

Community Engagement and Outreach

- Support the development and facilitation of the National Black Disability Coalition and Affinity groups, including training and coaching members.
- Develop and maintain positive relationships with grassroots and community based programs and initiatives and facilitate joint initiatives and events.
- Lead the knowledge mobilization and awareness campaigns and initiatives; specifically engaging and collaborating with Black disabled people and families, Black-led organizations, inclusive disability and service organizations and ally organizations.
- Assist with the implementation of a national partnership strategy that builds and prioritizes Black-disabled leadership and broadens interdisciplinary collaborations across sectors and communities.
- Support community based research projects, policy initiatives, and educational awareness and knowledge mobilization.

Community Projects and Initiatives

- Coordinate all components of the community engagement portfolio; the Kandake Fellowship, The BLAcK Hub, Youth Development initiatives, and knowledge mobilization initiatives (virtual, hybrid, and in-person)
- Drive the development and engagement of our virtual community through social media events and campaigns, monthly newsletters, and blog posts.
- Support the establishment and facilitation of program evaluations and reports for outreach activities, initiatives, and events; identify areas of success, new knowledge, challenges, and gaps.
- Supervise and train the students, youth and volunteers through regular individual and team meetings.
- Leverage digital tools and technologies in the delivery of engagement activities.

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Events Coordination and Administration

- Work closely with the events coordinator to facilitate info sessions, seminars, workshops, town halls, symposiums, think tanks and other community based events
- Coordinate the logistics and administrative activities for all community based programs and initiatives.
- Identify and establish new initiatives, projects and events that create awareness and engage with the Black disabled community.
- Coordinate the recruitment, hiring, and training of summer students, Interns, and volunteers.
- Engage in continual innovation and improvement; assist with program assessments, writing reports, and developing proposals.

Qualifications and Experience

- Minimum undergraduate degree focusing on community development, social issues, and/or intersectionality frameworks. Equivalent education, experience, and lived experience at the intersection of race, disability, and gender will be considered.
- A minimum of 2 years of experience developing and coordinating community-based projects, programs, initiatives, including building community engagement in-person and virtually.
- Demonstrated commitment and experience coordinating initiatives, programs, and/or services that advance Black wellness and liberation by disrupting anti-Black racism and eradicating systems of generational oppression.
- Proven experience facilitating nationwide partnerships and collaborative opportunities for community networking, and student and youth developments.
- Exceptional administrative and projects management skills; multi-tasking and meeting deadlines
- Experience working with community organizations and partners to advance collaborative projects and objectives.
- Working and/or lived experience within the Black community
- A combination of lived experience, practical experience, and/or knowledge of disability justice, intersectionality, anti-Black racism, critical race theory, and/or GBA+
- We strongly encourage Black disabled candidates to apply!

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Assets

- Professional networks across Canada, specifically within Black-led organizations, disability organizations, gender-based organizations, and/or LGBTQSIA+
- Experience developing and facilitating training: anti-Black racism, disability justice, critical race theory, Black Feminist Disability Framework, etc.
- Communication skills and project management certification is an asset.
- Event planning and digital skills, including Canva, online marketing tools and platforms, social media, and Zoom
- Experience working with senior leadership in a growing not-for-profit organization.

Please submit a cover letter and resume by Friday, June 23, 2023, at 11:59 PM (EST) by email with the subject line “Community Projects Coordinator Application”, directed to the Senior Manager at manager@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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