



If you have a passion for dismantling anti-Black racism and ableism, building knowledge and awareness, and executing community based events, we invite you to join the Ase Community Foundation for Black Canadians with Disabilities team.

Position Title: Events Coordinator

Start Date: Immediately

End Date: March 31, 2025

Hourly: Up to \$25/hr

Reports To: Manager, Community Engagements and Partnerships

Hours: Full time, 35 hours/week (Possibility for full-time employment based on funding)

Location: Remote access and in-person GTA (when safe and permitted to do so)

ABOUT US

The Ase Community Foundation for Black Canadians with Disabilities is a national not-for-profit Black-led and disability-led community organization. Our work is rooted in the “For us, by us” principle, centring our voices, lived experience, and resistance 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 supporting our community's collective liberation.

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.

POSITION SUMMARY

The Events Coordinator is critical in manifesting the Ase Community's Knowledge Mobilization and Awareness initiatives and programs through virtual, hybrid, in-person, and social media community-focused events, including supporting the Black Disability National Coalition's training, engagement events, and meetings. This position will own every aspect of an event, from the venue to success metrics- highlighting your passion, and drive affecting social change.

We invite you to join our team and bring your proven track record of coordinating creative, interactive, and successful events through your exceptional attention to detail, strong project coordination skills, and talented Canva and social media communication.

QUALIFICATION

Key Responsibilities

Event Coordination

- Facilitate and multi-task several events and meeting details simultaneously while meeting essential timeframes and objectives.
- Design, plan, and coordinate all event logistics; including the REAL Knowledge Series, Annual Town Halls, Student Summits, National Black Disability Coalition, Community project activities, AGMs, Training and Development, etc.
- Promote and create engagement opportunities for the Black Accessibility Knowledge Hub(BLAcK Hub)
- Ensure the Ase Communities values and Disability Justice principles are weaved into all inclusively designed events, communications, guest speakers, venues, and content.
- Handle day-to-day logistics of events and meetings
- Excellent organizational, communication, negotiating, and multitasking skills

Social Media and Marketing

- Assist with presentations, project plans, reports, and other communication materials.
- Experience working with colleagues in graphic design, sales, marketing, and communications
- Work closely with colleagues and interns, including graphic design, web design, and the communications team, to reach and promote events.

Administration

- Provide general administrative support to teams and managers
- Coordinate event and meeting schedules, invitations, and materials.
- Coordinate all Coalition meetings and engagement logistics, including inviting attendees, taking minutes, drafting and distributing agendas and accommodations.
- Assist with presentations, project plans, reports, and other communication materials.
- Updating the Black Accessibility Knowledge Hub with new submissions
- Plan event budgets and track of expenses
- Coordinate event evaluation and ongoing improvement plans
- Other duties as assigned

Qualifications and Experience

- College diploma/bachelor's degree or equivalent education and experience; exposure to various stages of project management, planning and executing events.
- A minimum of 2 years of experience coordinating events and marketing
- Two years experience in community development and outreach using social media
- Excellent computer skills (G-suite, Outlook and MS Office 2016: Word, PowerPoint, Excel, Canva, etc).
- Experience using online tools and platforms, social media, marketing tools, and Zoom to reach, increase participation, and influence change.

Assets

- Working and/or lived experience within the Black and/or disability community
- Experience using accessible technology and basic web pages.
- Demonstrated experience implementing communications and marketing plans is an asset.
- Completion of previous or ASE community training and framework prerequisites: disability Justice and accessibility training. AODA; gender-based Violence within the Black diaspora; Anti-Black Racism and critical race theory; and anti-oppression, etc.

Please send a cover letter and resume to the ASE Community directly at manager@asecommunityfoundation.com by June 23, 2024, 11:59 PM (EST), with Events Coordinator" in the subject line.

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/>