



\$17780

508 hours

33 weeks (15 hours/week)

Position Title: Research Coordinator / Research Assistant

Compensation: \$25

Hours: 10-12 hours/week

Duration: 28 weeks (Immediately- March 29, 2024, with the possibility of an extension)

Location: Hybrid position- virtually and in-person. Flexibility is required.

This position must be available to attend scheduled research activities and team meetings in the Hamilton/Halton region.

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

This position will support the research and policy objectives of the Ase Community Foundation for Black Canadians with Disabilities. The Ase Community's research and policy work is grounded in Critical Race, Disability Justice, and Black Feminist theoretical frameworks including working towards embedding a Black Feminist Disability Framework.

Projects include (but are not limited to):

- **Black Youth Diverse Learners Project:** Towards Systemic Changes that Support Black Youths with Learning Disabilities to Complete Education and Enter Labour Market
- **Untapped Black Talent:** Examining the Systemic Gaps, Structural Barriers, and Lived Experiences of Black Entrepreneurs with Disabilities

KEY RESPONSIBILITIES

Project Planning and Research Coordination

- Coordinate research projects' tasks and activities according to timelines and milestones and implementation of protocols and communications.
- Assist with supervision, training, and delegation of responsibilities of peer researchers and volunteers.
- Coordinate and schedule BDL research focus groups and interviews.
- Assists in the preparation, editing, formatting and submission of ethics proposals, milestone reports, summaries, and themes.
- Adapt the existing database for the BEKH environmental scan.
- Assist in the preparation, editing, formatting and submission of milestone reports, summaries, key findings, and knowledge mobilisation activities.
- Work closely with Community Outreach Coordinators to market, recruit, and build community knowledge and engagement in both e-research projects, including information sessions, social media, etc.

Data Collection and Analysis

- Manage the research process, ensuring the confidentiality, accuracy, integrity, and success of the project.
- Assist the research team with conducting thematic analysis using qualitative data analysis software such as NVivo, and quantitative research methods such as survey development, distribution, and analysis.
- Assist in the preparation and dissemination of research questions via surveys, focus groups, and interviews.
- Coordinate and assist in the cleaning and transcribing of data.
- Collect, analyse, evaluate, and visualise information/findings to develop recommendations for system mapping and improvement,
- Assist in the coordination and implementation of the BEKH environmental scan.

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- Review and evaluate existing disability- and Black-focused legislation, policies, and framework.

Literature Review and Position Papers

- Contribute to literature review for all existing governmental statistics, research data, and research in the process- including Black-focused, disability-focused, gender-focused, and Black disabled-focused; academic and grey literature, white papers, government reports, and current Black entrepreneurship research in Canada and globally.
- Assist with the BDL final literature and knowledge mobilisation.

Outreach and Knowledge Mobilization

- Engage and liaise with stakeholders and partners, develop knowledge mobilisation materials, documentation, and reports, and deliver presentations.
- Develop and maintain partnership-related documentation.

QUALIFICATIONS AND EXPERIENCE

- Undergraduate degree, preferred background in disability studies, equity studies, education, psychology/sociology/social work, and/or equivalent lived experience and education.
- Minimum of 1 year of experience conducting community-based research, with knowledge of NINO and OtterAI
- Demonstrated experience with qualitative data collection (working interviews, focus groups, and surveys)
- Experience with data management (Google Sheets) and resolving data issues
- Excellent skills in navigating and utilising academic research databases
- Experience writing comprehensive literature reviews and academic papers
- Strong project management and attention to detail skills
- Experience working within the diverse Black diaspora and/or disability community
- Demonstrated ability to work independently and effectively allocate your time to complete critical productive tasks
- Proficient with G-Suite and Microsoft Office suite

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ASSETS

- Currently a recent graduate or graduate student interested in intersectionality research (gender, disability, race)
- Completion of TCPS CORE 2
- Experience working or volunteering with non-profit organisations
- Passionate about dismantling anti-Black racism and ableism is a highly desirable asset

All qualified candidates living in the Hamilton/Halton region are encouraged to apply to connect@asecommunityfoundation.com

Note:

We strongly encourage Black youth with disabilities living in the Hamilton/Halton region to apply and contact us for additional information and resources!

Please submit a cover letter and resume by October 4, 2023, by 11:59 PM (EST) to connect@asecommunityfoundation.com with “Research Analyst” in the subject line and let us know anything you may need during the application and interview process.

The 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 prioritise 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.

For more information or to become a volunteer, visit us at <https://asecommunityfoundation.com/>

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