



**Position Title:** Research Analyst

**Compensation:** Up to \$30,000.00

**Hours:** 30 hours/week

**Duration:** 30 weeks (September 1, 2023 - March 29, 2024 w/ the possibility of an extension)

**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](mailto:connect@asecommunityfoundation.com)

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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**

- Design research project plans to outline timelines and milestones
- Supervise and train peer researchers and research volunteers, training and delegating tasks and projects.
- Coordinate the cleaning and transcribing of data, as well as French translation
- Lead the coordination and scheduling of focus groups and interviews
- Assists in the preparation, editing, formatting and submission of ethics proposals, milestone reports, summaries, key findings, the final report and Powerpoint
- Assist Principal Investigators in the implementation of study protocols
- Create and maintain a comprehensive database for environmental scan

### **Data Collection and Analysis**

- Conduct thematic analysis using qualitative data analysis software such as NVivo, and quantitative research methods such as survey development, distribution, and analysis
- Develop, administer, and implement qualitative and quantitative research methods such as interviews, focus groups, and analyzing disaggregated data
- Collect, analyze, evaluate, and visualize information/findings to develop recommendations for system improvement
- Conduct a comprehensive environmental scan of national, provincial, and local Black-focused Entrepreneurship programs and disability-focused entrepreneurship programs.
- Audit federal government programs to examine limitations and gaps in accessing entrepreneurial grants, programs, CRA benefits, and credits

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- Review and evaluate existing disability- and Black-focused legislation, policies, and frameworks

### **Literature Review and Position Papers**

- Conduct and write a 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 final literature and position paper for Black Youth Diverse Learners project

### **Outreach and Knowledge Mobilization**

- Liaises with stakeholders and partners
- Develop knowledge mobilization materials, documentation, reports, and deliver presentations
- Develops and maintain partnership-related documentation
- Additional responsibilities as required.

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## **QUALIFICATIONS AND EXPERIENCE**

- Completed postgraduate studies (minimum Masters) with a preferred background in disability studies, equity studies, education, psychology/sociology/social work
- Minimum of 2 years of experience conducting community based research
- Demonstrated experience with mixed-methods data collection (conducting interviews, focus groups, and surveys)
- Demonstrated experience conducting statistical analysis using SAS or SPSS (including SAS macros)
- Demonstrated experience conducting qualitative analysis using NVIVO and OtterAI
- Demonstrated experience with data management and resolving data issues
- Demonstrated experience navigating and utilizing research databases
- Demonstrated experience writing comprehensive literature reviews and academic papers
- Excellent project management skills
- Experience working within the diverse Black diaspora and/or disability community
- Demonstrated ability to work independently and effectively allocate your time to complete important productive tasks
- Proficient with G-Suite and Microsoft Office suite

## **ASSETS**

- Authorship of research publications
- Completion of TCPS CORE 2
- PMP Certification
- Experience working or volunteering with non-profit organizations
- Passionate about dismantling anti-Black racism and ableism

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**Please submit a cover letter and resume by August 30th, 2023 by 11:59 PM (EST) to [connect@asecommunityfoundation.com](mailto: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 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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