



Position Title: Youth and Community Outreach Coordinator

Duration: ASAP - December 31, 2024

Hourly: up to \$30/hour

Hours: Full Time, 30 hours per week, primarily Monday- Friday, 9-5 pm EST. Must be available to work evenings and weekends for events and initiatives.

Location: Hamilton and Halton region, with 25% virtual work.

This position requires a candidate that is active and engaged in the Black community and/youth. You will be required to work from the offices of The Afro-Caribbean Association of Hamilton, Centre for Diverse Learners of Hamilton/Halton.

You must be available to attend inperson community events and programs, as well as meet with community leaders..

We are committed to providing an barrier free experience, and encourage you to email us if you have additional questions or accommodations.

Applications can be submitted via email, video, or other method that best represents your qualifications and passion for this work.

ABOUT US

Black Youth Diverse Learners Research Project

Towards Systemic Changes that Support Black Youths with Learning Disabilities to Complete Education and Enter Labour Market

The Afro-Caribbean Association of Hamilton, Centre for Diverse Learners of Hamilton/Halton, and the Ase Community Foundation for Black Canadians with Disabilities collaborate on a systems mapping research project facilitated by diverse Black youth peer researchers. This critical research project aims to capture the experiences of Black diverse learners youth navigating employment and education systems, processes, and accommodations.

The **Black Youth Diverse Learners Project** is a collaborative community-based systems mapping project that captures the voices of Black youth diverse learners (age 16-30) at the intersection of Blackness, disability, age, gender, 2SLGBTQ+, and other identities and their complex experiences navigating employment and education within the Halton-Hamilton region. Black diverse youth led the literature review, Photovoice analysis, and focus groups. They will

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also work closely with the highly respected Black-led community research team to analyze findings, contribute to reports and articles, and lead knowledge mobilization activities.

POSITION SUMMARY

This position is responsible for Black youth engagement and community outreach in the Hamilton/Halton region and supports the Black Diverse Learners Research Project. It helps this vital research project, brings awareness to the Halton/Hamilton region, and outreaches to the community to ensure they have diverse opportunities to engage and participate in this project.

The Youth and Community Coordinator will use a “for us, by us” approach to community outreach initiatives and events that centre and amplify the voices of Black youth diverse learners and parents/caregivers of Black diverse learners, as well as Black educators and supports; Black-led and disability-serving community organisations; and other community and educational services and experts.

You coordinate youth outreach, community partnerships, and research recruitment that supports Black diverse youth peer researchers' success in capturing these critical and intersectionality insights through 1-on-1 interviews and focus groups.

KEY RESPONSIBILITIES

Outreach and Community Engagement

- Create a project plan and outreach strategy that builds awareness of the program, the intersectionality of disability and Blackness, and recruits for focus groups and one-on-one interviews.
- Develop and maintain key project stakeholders and partnerships with youth in the Halton-Hamilton region, including Black student organisations, Black youth organisations, disability student organisations, disability youth organisations, cultural youth organisations, and youth hubs.
- Develop and maintain project partnerships with key stakeholders in the Halton-Hamilton region.
- Lead and coordinate in-person and virtual information sessions about the BDL project.
- Lead and coordinate partnership meetings, community engagement, and joint events.
- Partner with youth, racialized, Black, and disability programs in the Halton-Hamilton regions

Marketing and Communication

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- Create Instagram, Facebook, Twitter, and LinkedIn social posts, stories, and videos about the Diverse Learners project, connecting to research sign-up and knowledge dissemination.
- Create email templates for participant recruitment and partnership updates
- Collaborate with Black youth and community programs, initiatives, and events.
- Produce graphics, gathering and editing photos and videos to post
- Oversee project pages on partner websites, including conducting updates to information web pages and publishing blog posts
- Produce and disseminate all key messaging for BDL events through mailchimp, email, and social media
- Create print material and convey it to Black community spaces, disability spaces, youth spaces, employment services, and schools/colleges/ universities locations.

Event Coordination

- Coordinate focus group and one-on-one interview registration, provide reminders, consents, and attendance confirmation for honoraria payment.
- Project manage all BDL events, coordinating all details from event ideation to evaluation, including event set-up and take-down, creating event run sheets, assigning staff roles and volunteers, managing participant registrations and other event logistics.
- Organise supplies, resources or any other needs for day-of event execution
- Partner with and attend community events, markets, fairs, and programs to promote the BDL project
- Coordinate and embed accessibility accommodations, accessibility literacy, and disability support

Knowledge Mobilization

- Develop virtual toolkits and consolidate resources for Black diverse learners in Halton-Hamilton- and in the BLAckHUB.ca.
- Coordinate and execute quarterly advisory committee meetings, food, minutes, etc.
- Work with the research team to develop knowledge mobilisation materials, documentation, reports, and presentations.
- Create an education series (both virtual and in person)
- Design the material and outreach plan to provide findings to community

QUALIFICATIONS AND EXPERIENCE

- A college diploma/bachelor's degree or equivalent education and experience.
- 2 years experience coordinating community outreach to the Black community and/or youth.
- Strong community relationships and experience working within the Hamilton/Halton community or college/universities
- Proven experience creating and coordinating marketing/social media campaigns. Experience using Canva, online marketing tools and platforms, social media, and Zoom
- Strong administration, content writing, Google Sheets, and Excel skills
- High proficiency and skills using GSuite and other administrative and content management software

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- Familiarity with creating inclusive and accessible spaces, accessibility tools, accommodating persons with disabilities, understanding instructional design, and accessibility literacy
- Working and lived experience within the Black community.

Black people who identify as a person with disabilities or diverse learners are strongly encouraged to apply. We value your expertise and lived experience!

Full accommodations and a welcoming work environment.

ASSETS

- Passion for eradicating colonialism within structures, systems, and minds.
- Experience and knowledge of disability justice, intersectionality, anti-Black racism strategies, and accessibility rights and resources
- Strong connections and engagement on community boards, committees, and programs.

This position reports to **The Afro-Canadian Caribbean Association of Hamilton**, and works in collaboration with **the Ase Community research team and Centre for Diverse Learners**.

Please submit a cover letter and resume. (other options available including submitting a video)

Submit to connect@asecommunityfoundation.com.

Subject line “Youth and Community Outreach Coordinator Application”

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, African and Caribbean Association of Hamilton, and Centre for Diverse Learners in Halton/hamilton 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. For more information or to become a volunteer, visit us at <https://asecommunityfoundation.com/>

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