

Summary

If you have a passion for dismantling anti-Black Racism and ableism, have experience managing community-based volunteer programs, and building organizational capacity, join the ASE Community!

With a strategic mindset, entrepreneurship spirit, and a shared vision for ending oppression, you will be accountable for the strategic, community development, and operational success and capacity of ASE Community Foundation for Black People with Disabilities (ASE community). Reporting directly to the Vice Chair of Board of Directors, you will ensure the strategic alignment and management of ASE Community within a critical race, Black feminist, community development initiatives and partnerships that are delivered in a manner consistent with the organization's core values, mission, and frameworks.

Position Title: Manager, Community Projects and Volunteers

Start Date: June 1st, 2021

Annual Salary: \$60 ,000 pro rated, June 1st- Oct 1st (18 weeks)

Reports To: Vice Chair, Board of Directors

Hours: Full-time (35 hours/week), some evenings and weekends required

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

ASE Community:

We are a newly formed Federally Incorporated not-for-profit and volunteer organization that aspires to:

- build on the foundations of resilience, endurance, and the overwhelming strength embodied by Black Canadians living with disabilities.
- drive a critical shift in culture that embraces the boundless talents and qualifications of people with disabilities.

ASE Community Foundation recognizes that while there is distinct research, policies, and resources available for Black Canadians, and for all Canadians with disabilities, there exists a gap in understanding the intersectional experiences of Black Canadians with disabilities.

The Foundation's name and logo were carefully chosen:

ASE (pronounced Ah-Shay) means "power and authority" in Nigeria (Yoruba). It is "*the ability to bring one's will into manifestation*" or "*so it will be*".

The concept of "Aya" or the hardy plant "fern" inspires our logo, which is a Ghanaian Adinkra symbol that represents endurance and resourcefulness.

Job Description:

The candidate will be responsible for volunteer management, partnership, and outreach initiatives; supervision of students and volunteers; capacity and infrastructure planning; and program development and implementation aligned with ASE community's vision and values.

Main responsibilities

Project and Volunteer Management

- Manage ASE Community day to day initiatives and build capacity with in the organization and communities across Canada
- lead the growth, development, strategic planning, and implementation of programs and initiatives
- Develop key national partnerships plan; build awareness, coordinate committees; and expand resources
- Manage the marketing, social media, and communication strategic and implementation plans.
- Identify and keep current on assistive technology tools, resources and programs that support accessibility, and funding and partnership opportunities.
- Develop and implement a volunteer management strategy; and recruit, train and supervise student staff and volunteers

Administration

- Support the development of funding proposals and reports, including providing research and evaluative data, program specifics, budgets, and outcomes
- Assist with Implementation and monitoring of budget(s) and
- Work with Board of Directors and staff to implement evaluation and research priorities
- Prepare (staff, files, site, equipment, etc.) for funder audits, and produce clear, accurate funder reports in a timely manner
- Manage day to day administrative and other duties as assigned.

Key Competencies and Skills

- Lived experience and training (education) working from an intersectional anti-oppression framework, disrupting anti-Black racism, ableism, and gender bias.
- Passion for building capacity and empowerment within the Black Community and intersectional identities including disability.
- Authentic leadership style that encourages learning, development, innovation and collaboration, with strategic and critical
- Partnership building – maintain strong relationships with current partners and identify and build strategic new partnerships
- Understands how data and technology impact Black Canadians with disabilities (anti-Black racism and ableism)
- Communicates clearly and effectively, can convey ideas to different stakeholder groups; including strong written communication – able to frame and write clear, concise and accurate reports and plans
- Strategic and critical thinker, ability to see organizational priorities while managing projects
- Engaged with new “hashtags” trends, emerging issues, opportunities, and “everyday” oppressive practices; specifically within anti-Black Racism, Black feminism, and disability justice frameworks.

Qualifications and Experience

- The minimum level of education required is a bachelor's degree (critical disability studies; social sciences, social work, education, or management), or equivalent education and experience.
- A minimum of 2 years' project management and community development experience, with demonstrated experience integrating accessibility laws (i.e. AODA), accommodations, and/or assistive technology within projects and events
- Experience developing and managing community-based programs, including creating and implementing strategic plans; budgets and data; events; and partnership development.
- Experience using online tools and platforms; including accessible technology; social media, marketing tools, zoom and basic webpages (GoDaddy, etc.)
- Strong volunteer coordination skills; in recruiting, training and supervising (coaching) staff and volunteers
- Experience using data, research, and technology to enhance community capacity
- Experience working collaboratively with Board of Directors (working boards) is an asset
- Experience and knowledge of disability and accessibility rights and resources is an asset.

Additional Requirements

- Successful clearance of a police reference check
- Successful completion of the following training, education, and frameworks is a prerequisite; disability Justice and accessibility training, ie. AODA; gender-based Violence within Black diaspora; Anti-Black Racism and critical race theory; and anti-oppression.
- Must be a member of ASE Community.

Please submit cover letter and resume by May 26, 2021 by midnight p.m. to Board of Directors, connect@asecommunityfoundation.com

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!!.

Please let us know what you may need during the application and interview process, including accommodations.

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 in our community.

*More information can be found at <https://asecommunityfoundation.com/>
Submit resume and cover letter detailing these qualifications to connect@asecommunity.com*