



ASE Community Job Position

Position Title: Student Financial and Administration Coordinator

Number of Positions: 2

Start Date: June 17th, 2021 for 10-11-week term with the possibility to extend based on additional funding

Compensation: \$15/hr

Hours: Full-time (30-35 hours/week)

Reports To: Manager, Community Projects and Volunteers

Location: Remote work

About Us

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.

Position Summary

This position will assist the Director of Finance with coordinating administration of financial tasks, including budget forecasting, reconciliations, and strategies.. The coordination will also assist with payroll, invoices, and day to day financial responsibilities as assigned.

This position will gain valuable and practical experience managing organizational finances, while working independently and under the guidance of the Senior Research Analyst.

About You

JOIN THE CONVERSATION!

VOLUNTEER WITH ASE!

BECOME A MEMBER!

connect@asecommunityfoundation.com

www.asecommunityfoundation.com

[f @ASEcommunity](#) [t ASE Community Foundation](#) [@ ASEcommunity](#)



You are a BIPOC student who is returning to school in Fall 2021 or a recent grad. Bring your passion for dismantling anti-Black Racism and ableism to support our research objectives.

Key Responsibilities

- Education and experience within finance and administration
- Create excel spreadsheets and use quick books(or other accounting services)
- Apply financial and accounting knowledge and implement financial systems.
- Assist with writing, editing, and preparing financial reports and spreadsheets for proposals.
- Other duties as assigned

What You Will Need

- Excellent math and analytical skills
- Proficient in budgeting, financial administration , and processes
- Demonstrated ability to work independently and effectively allocate your time to complete important productive tasks
- Strong organizational and priority settings skills
- Contribute to a collaborative team environment
- Full-time University student interested in management, finance, economics, and strategic planning.
- Experience working and/or volunteering within finance.
- Experience working with/within BIPOC/disability organizations/groups is an asset
- Proficient with Microsoft Office suite and/or G-Suite; and web-based financial systems

Please submit a cover letter and resume by June 7th, 2021 midnight to the Board of Directors, directly to connect@asecommunityfoundation.com with “*Student Research Assistant*” 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 folx 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/>