



## ASE Community Job Position

**Position Title:** Event Assistant(s)

**Start Date:** February 1, 2022

**Application Deadline:** Rolling Basis

**Compensation:** Volunteer

**Hours:** Part-time and flexible

**Location:** Remote work

### About Us

We are a passionate, grassroots, not-for-profit and volunteer organization primarily led by Black persons with disabilities, and we aspire 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.

The ASE Community Foundation for Black Canadians with Disabilities 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 support the events held by the ASE Community that will enhance the social inclusion of persons with disabilities across all aspects of society; with a focus on Black and racialized folk.

All events will be grounded within the critical race, disability justice, Black feminist theoretical frameworks, and strive to capture organizations, lived experiences, and subject expertise within these organizations that offer intersectional programs, services, and policies; focusing on Black and racialized persons with disabilities.

This position will assist the Community Engagement Coordinator and Manager, Programs & Strategic Partnerships with coordinating events; including event planning, booking meetings, zoom webinars, and appointments, event execution (web based platforms), overseeing small event budgets and expenditures as well as other duties as assigned.

Your responsibilities also include attending weekly brainstorming meetings via Zoom and collaborating with team members to plan and promote the events.

**JOIN THE CONVERSATION!**

**VOLUNTEER WITH ASE!**

**BECOME A MEMBER!**

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

[www.asecommunityfoundation.com](http://www.asecommunityfoundation.com)

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



## About You

Are you BIPOC (Black, Indigenous, Person of Colour) who has a passion for dismantling anti-Black Racism and ableism, and also loves the details and tasks associated with event planning, there is a spot for you on the ASE Community's team!

## Duties may include:

- Planning and executing small events
- Creating excel spreadsheets and google forms, and assistin with project planning, stakeholder follow-up, and email inquiries
- Assisting in large scale events and communication strategies
- Administrative duties as assigned

## Requirements

- Lived experience or demonstrated experience working with/within BIPOC/disability organizations/groups
- Some experience with event planning and execution.
- Good organizational, priority-setting, and follow-through skills
- Demonstrated ability to work independently and effectively allocate your time to organize and complete important productive tasks.
- Strong written and communication skills; ability to speak and write another language is an asset.
- Proficient with Microsoft Office suite and/or G-Suite; Google docs and forms
- Develop risk management plans

## Assets

- Experience with hosting events on web-based platforms (ie. Zoom, WebEx, Microsoft Teams)
- Experience with developing virtual interactive components for event attendees
- Experience and/or lived experiences working with/within BIPOC/disability/women organizations/groups is an asset
- Diploma/Certification in Event Management/Planning

If you do not have the above education/skills and are passionate about learning, we welcome applications from Black or BIPOC persons with disabilities.

**Please submit a resume and brief cover letter/ email introduction via email today to the ASE Community, directly at**



**[connect@asecommunityfoundation.com](mailto:connect@asecommunityfoundation.com) with “Volunteer Event 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.*

*The 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 of our community.*

*More information can be found at <https://asecommunityfoundation.com/>*