



ASE Community Job Position

Position Title: Student Event and Administrative Assistant

Number of Positions: 1

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 Manager, Community Project and Volunteers with coordinating events and managing day to day administration of ASE Community; including booking meetings, zoom webinars, and appointments, taking draft minutes and notes; assisting with the Chair of the Board of Directors with administrative and email communications, assist with planning and execution with events (web based platforms), and overseeing small event budgets and expenditures.

As well as other duties as assigned.

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 and awareness objectives.

Key Responsibilities

- Planning and executing small events; using online platforms would be an asset
- Create excel spreadsheets and google forms, and assist with membership and volunteer applications, follow-up, and email inquiries
- Manage the ASE Community main email, membership and volunteer respond and refer and use quick books(or other accounting services)
- Apply financial and accounting knowledge and implement financial systems.
- Assist large scale events and communication strategies
- Many administrative duties as assigned

What You Will Need

- Good organizational , priority-setting, and follow-through skills
- Ability to work independently and effectively allocate your time to complete important productive tasks
- Work with teams online
- Full-time student interested in learning (secondary or post secondary)
- Proficient with Microsoft Office suite and/or G-Suite; Google docs and forms, and web-based
- Experience and/or lived experiences working with/within BIPOC/disability/women organizations/groups is an asset
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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/>