



JOB POSTING

DATE POSTED: SEPTEMBER 29, 2020

POSTING #: 2020-54

ADMINISTRATIVE & OPERATIONS ASSISTANT (FULL-TIME, PERMANENT)

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, outstanding support and access to resources to help them achieve their goals.

Eva's is an organization known for taking an innovative approach to prevent and end youth homelessness. Eva's Initiatives operates three specialized shelters: Eva's Place, Eva's Satellite, and Eva's Phoenix, (and currently a temporary hotel program during COVID) as well as supporting young people living in rental housing throughout the city. We work holistically with young people, providing wrap-around services and supports so they can move successfully away from homelessness.

The Administrative & Operations Assistant reports to the Senior Site Manager and is located at [Eva's Place](#) or [Eva's Satellite](#). This position is responsible for providing office coordination, database management, facility operations, financial, and IT support.

GENERAL RESPONSIBILITIES

- ◆ Coordinating meetings, events and/or tours, including but not limited to: invitations; reminders and notifications; booking venues/rooms; logistics such as room and equipment and software set up; preparation of agendas, presentations and other materials
- ◆ Managing meeting room bookings and schedules
- ◆ Collecting information from others and compiling reports and/or schedules; preparing documents such as presentations, minutes and/or correspondence as assigned
- ◆ Screening calls and visitors; responding to general enquiries, questions and concerns from clients and/or the public, redirecting sensitive or unusual situations as appropriate
- ◆ Coordinating timesheet input and approvals; answering general employee questions about payroll issues.
- ◆ Coordinating a variety of tasks to support Volunteer/tour information and schedules
- ◆ Updating and maintaining various business information, such as training ledgers; software/system accounts and profiles; credit card and petty cash reconciliations; invoicing and expense reports; etc.
- ◆ Setting up and managing user accounts for IT systems and telephone services; managing access to other office equipment or site locations, as appropriate
- ◆ Coordinate all monthly IT updates, including Virus protection
- ◆ Providing user training and support on a broad variety of business processes and systems, such as HR and financial software, Microsoft tools, meeting software, etc.
- ◆ Preparing new staff for success: ensure desks, equipment and accounts set up; provide training and support in learning administrative processes
- ◆ Processing and distribution of mail and other materials, etc.

- 📌 Maintaining files and lists, and documents, performing data entry as assigned
- 📌 Data entry and database management for all statistics – client, program, finance and administration
- 📌 Working with other Administrative staff to order, stock and distribute supplies effectively.
- 📌 Researching and consider alternatives to recommend process improvements to improve efficiency and/or reduce costs
- 📌 Providing reception coverage as required.

QUALIFICATIONS

- 📌 A minimum of 3-5 years' experience providing general accounting/bookkeeping and administrative assistance, preferably in a not-for-profit environment
- 📌 Organized, resourceful, innovative, detail-oriented, reliable, punctual, and able to multi-task with minimal supervision in a fast-paced environment
- 📌 Post-secondary education in Business or Office Administration an asset
- 📌 Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Internet Explorer, Knowledge of IT systems
- 📌 Proficient with office equipment such as a fax machine, photocopier, laptops, and with managing telephone system and camera system
- 📌 Polite, adaptable, flexible, collaborative and professional
- 📌 Ability to communicate in a clear and concise manner, both orally (in person and by telephone) and in writing
- 📌 Ability to exercise independent judgment and discretion in handling confidential matters and interacting with managers, staff, volunteers, youth and community members
- 📌 Must have valid driver's license with clean 3 year abstract
- 📌 Be legally entitled to work in Canada

APPLY

Submit a cover letter and resume in one PDF document by **October 13, 2020** to careers@evas.ca. Be sure to indicate **2020-54 Administrative and Operations Assistant** in the title. No phone calls, please.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities, and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

Eva's has taken active steps to reduce the risk of transmission within our shelters, click here to learn what we are doing: <https://www.evas.ca/blog/covid-19-update/>

We acknowledge the land we occupy is the traditional territory of many nations including the Mississauga's of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississauga's of the Credit and the Williams Treaty signed with multiple Mississauga's and Chippewa bands.

We also acknowledge all Treaty peoples – including those who came here as settlers – as migrants either in this generation or in generations past - and those of us who came here involuntarily, particularly forcibly dis-planted Africans, brought here as a result of the Trans-Atlantic Slave Trade and Slavery.

Eva's Initiatives for Homeless Youth

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   Connect with us @evasinitiatives