



JOB POSTING

POSTING #: 2021-101

ADMINISTRATIVE ASSISTANT, PEOPLE & CULTURE

THE OPPORTUNITY

Join one of the [Top 100 Charity Organizations](#) today! Since 2010, Charity Intelligence has awarded Eva's with the highest rating available based on financial transparency, accountability to donors and cost-efficiency.

Eva's Turns Youth Homelessness into Home

Black and Indigenous youth and young people of colour are overrepresented in homeless shelters and transitional homes in Toronto. They face higher rates of housing insecurity and barriers to accessing long-term housing due to the legacy of colonialism and anti-Black racism.

Eva's is rooted in the principles of social justice. If you have a history of working in social justice; have experience working in homelessness and/or housing; and want to be a leader in one of Toronto's most pressing social issues, read on.

By working with Eva's, you'll be doing more than helping give youth shelter. You'll be giving them strength for the future.

ROLE OVERVIEW

Eva's is looking for an Administrative Assistant, P&C with 1-2 years' experience in learning and development and human resources administration, preferably in a unionized environment. This role will be primarily accountable for supporting the human resources function, including performance management, audit and compliance, HR administration and the maintenance of HR programming, tracking and documentation.

The position works within a close-knit HR team, and reports to the People & Culture Manager (Operations).

The Administrative Assistant, People & Culture (P&C) is located at [Eva's Administrative Office](#): 401 Richmond Street West, Suite 245, Toronto, ON.

RESPONSIBILITIES

Learning Lab

- Assist in the development of Eva's Learning Lab (including all AODA, HR Downloads and LinkedIn Learning Pro requirements) by supporting the development and coaching of people leaders and employees
- Assist in the execution of learning programs, the coordination of employee enrolment, and in-person training events, including but not limited to preparing materials, booking rooms and technology, inviting speakers, ordering catering, printing certificates, sending pre- and post-training questionnaires, etc.
- Work with the People & Culture Manager (Operations) on the development and implementation of Learning Lab projects
- Assign, track and monitor employee course completion status
- Monitor Learning Management System (LMS) license usage by ensuring accuracy of use.

Recognition & Rewards

- Track and manage the employee recognition program and ensure accountability
- Prepare reports and dashboards that show statistics on employee recognition program
- Recommend other exciting programs for employee engagement and recognition

Performance Appraisals & Career Management

- Prepare work back schedule two months prior to the start of the performance appraisal cycle
- Track training of people leaders and employees on the performance management system. Send completion reminders.
- Ensure smooth data capture and filing (paper and electronic systems) for performance appraisals and professional development plans
- Assist in preparing salary increase letters post performance reviews and coordinating these adjustments with Payroll

Compliance

- Coordinate annual policy review and compliance process for employees, governance, and non-governance volunteers at the start of the calendar year
- Prepare periodic completion reports of compliance for the Senior Director, People & Culture.
- Assist in updating policies and procedures, as required

Social Committee

- Manage periodic social committee meetings, document, and follow through on any outstanding actions
- In association with other members, recommend and execute social activities for all staff at a frequency approved by the Senior Director, People & Culture

Administration

- Deploy employee surveys (engagement, pre- and post-training, exit, etc.)
- Provide support with recruitment and selection activities as may be required
- Coordinate all activities around requests for leaves, accommodations, exit interviews, incident reports, invoice management, employee request documents, Return-to-Work, gift baskets, program new-cohort orientations, job fairs, Canada Summer Jobs program, etc.
- Manage the HR inbox, triage email requests, and escalate as appropriate
- Prepare reports and dashboards, as required
- Perform all other responsibilities as may be required.

QUALIFICATIONS

- College or University degree/diploma, preferably in Human Resources Management and/or Labour Relations and/or Learning and Development
- Certified Human Resources Professional (CHRP) or equivalent specialty certification considered an asset.
- Must have some experience in learning and development administration. Experience working with learning management system (LMS) would be an asset
- Superb professional business acumen and demonstrated ability to maintain strict confidential information and materials
- Excellent organizational, time management and problem-solving skills with ability to coordinate and set priorities to meet deadlines while dealing with conflicting demands and changing priorities
- Excellent verbal and written communication skills to produce reports, deliver effective presentations, and respond to email communications from the HR inbox
- Excellent computer literacy plus a mastery of all the MS Office software applications.
- Ability to lift items of about 8kg., arrange training rooms, and provide general support for learning events.

APPLY

Submit a cover letter and resume in one PDF document by **5:00pm on December 3, 2021**, to careers@evas.ca. Be sure to indicate **2021-101 Admin Assistant P&C** in the title. No phone calls, please.

Applicants are encouraged to apply as soon as possible. Interviews will be conducted on a rolling basis.

CONDITIONS OF EMPLOYMENT

The City of Toronto has put in place a mandatory vaccination directive for City-funded shelters, and Eva's is obligated to comply with this legislation as per our funding agreement. In view of this, new Eva's employees are required to be fully vaccinated against COVID-19 as a condition of hire. New Eva's employees will be required to provide proof of full vaccination status to the People and Culture team via an upload in ADP upon been granted access. This information will remain confidential and will not be disclosed to Eva's staff or management. New Eva's employees will be entitled to reasonable accommodation in accordance with human rights legislation.

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/>

LAND ACKNOWLEDGEMENT

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.

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

Administrative Office: 401 Richmond St W., Suite 245, Toronto, Ontario, M5V 3A8

Email info@evas.ca | Website www.evas.ca

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