



JOB POSTING

POSTING #: 2022-02

ADMINISTRATIVE ASSISTANT, SITE (FULL-TIME, PERMANENT)

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

This position reports to the Site Manager, Eva's Satellite Hotel and is located temporarily at Hilton Garden Inn at **92 Peter St, Toronto ON.**

ABOUT YOU

You're the ideal candidate if you fit the following:

The Administrative Assistant is a key member of the administrative team. This person must thrive in a fast paced team oriented environment and must be passionate about creating transformative change in youth homelessness. Having a strong sense of purpose, humour and passion for social justice is essential. The position will play a crucial role in providing high level administrative support.

GENERAL RESPONSIBILITIES

- 📌 Acts as first point of contact, managing the front desk and respond to requests by phone, in person and by e-mail
- 📌 Coordination of schedules for meetings, deadlines and travel as needed
- 📌 Order supplies and equipment and handle incoming invoices
- 📌 Liaise with other administrative assistants to handle requests and queries from senior managers

- 📌 Receive deliveries; sort & distribute incoming mail
- 📌 Work on special projects as assigned
- 📌 Support with the coordination of data collection, format data for presentations and reports; present critical information in visually compelling ways
- 📌 Monitoring, ordering and distributing office supplies as required including liaising with other departments to ensure supplies are being sourced centrally
- 📌 Prepare minutes of meetings
- 📌 Organize & maintain files and databases in a confidential manner
- 📌 Circulate electronic and print materials and posting information
- 📌 Other duties as assigned

QUALIFICATIONS AND COMPETENCIES

- 📌 A minimum of 3-5 years' experience providing 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
- 📌 Ability to lift up to 25 lbs
- 📌 Strong interpersonal skills and collaborative approach
- 📌 Ability to prioritize assigned work and complete in a timely manner
- 📌 Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Internet Explorer. Knowledge of IT systems
- 📌 Excellent 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 staff, youth and visitors
- 📌 Must have valid driver's license with clean 3 year abstract
- 📌 Post-secondary education in Business or Office Administration an asset

APPLY

Submit a cover letter and resume in one PDF document by **January 20, 2022** to careers@evas.ca. Be sure to indicate **2022-02 Administrative Assistant** in the title. No phone calls, please.

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



Connect with us @evasinitiatives