



JOB POSTING

POSTING #: 2022-28

HUMAN RESOURCES ASSISTANT (SUMMER STUDENT – 8 WEEKS)

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

The Human Resources Assistant, under the direction of the Human Resources Coordinator, will perform a range of duties supporting the People and Culture department at Eva's. These duties consist of maintaining accurate, up-to-date, and complete employee records, benefits, attending to employee inquiries, supporting with health and safety, training, labour relations, recruiting, and other HR programs.

This position is located at **Eva's Administrative Office**: 401 Richmond Street West, Suite 245, Toronto. A hybrid work model is available for this role.

This position is funded through the 2022 Canada Summer Jobs Program. To be eligible to apply, you must:

- ◆ Be between 15 and 30 years of age at the start of employment;
- ◆ Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment; and,

- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

RESPONSIBILITIES

- Responsible for the census collection of all staff information
- Maintain accurate, up-to-date, and complete employee records and ensure confidentiality with all client and departmental files
- Locate filed materials upon request, ensuring that materials are provided only to authorized users
- Monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance and legislative requirements
- Transition employee data to electronic format and organize
- Organize physical and online HR records in shared folders
- Coordinate the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports
- Support with creation of job descriptions, job postings, resume screening, and interviewing
- Stay abreast on compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance
- Participate in professional development activities to improve knowledge and skills

COMPETENCIES

- Attention to Detail - Attends to details and pursues quality in the accomplishment of tasks, regardless of the volume of duties encountered.
- Organization - Able to create or maintain processes to ensure all relevant information or tools are easily accessible.
- Time Management - Balances a myriad of tasks; prioritizes duties as needed.
- Communication - Expresses and transmits information with consistency and clarity.
- Professionalism - Demonstrates professional standards of conduct when governing interactions between individuals in a business environment.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities fostering a team environment.
- Continuous Improvement - Strives to improve job responsibilities through developing skills and increasing knowledge.
- Problem Solving - Able to break down a situation into smaller pieces to identify key issues and figure out cause and effect relationships to solve problems. Use logic and analytical methods to come to realistic solutions.
- Commitment to Health and Safety - Works in compliance with all applicable health and safety legislation and established policies and procedures.

SALARY

This is a non-union position through Canada Summer Job, with a wage of \$15.00 per hour with an additional 4% vacation pay.

APPLY

Submit a cover letter and resume in one document by **5:00pm** on **May 17, 2022** to careers@evas.ca. Be sure to indicate **2022-28 HR Assistant CSJ** 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