



## JOB POSTING

POSTING #: 2022-39

### EMPLOYMENT AND TRAINING PROGRAM 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

This is a 30 hour per week, 8 week, non-unionized position provided through the 2022 Canada Summer Jobs Program. Eva's is looking to fill the position with a student who is registered to return/enter school in the fall of 2022.

This position originates at **Eva's Phoenix**: 60 Brant Street, Toronto and will be hybrid—2 days in office and 2 days WFH.

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

- Data entry to support programs
- Assisting with the collection of statistics and program evaluations
- Planning and coordination of events (graduation ceremonies, information sessions etc.)
- Assisting with job development duties (e.g. research and cold calls to potential placement employers)
- Filing appropriate documents as needed
- Providing general administrative and clerical support
- Creating employment-related activities (i.e. icebreakers) for youth to participate in
- Assisting Administration with developing resources
- Participating in Eva's Initiatives commitment to becoming a discrimination free environment
- Communicating clearly, listening actively, being open to feedback, handling conflict appropriately, and displaying sensitivity to others
- Collaborating well with others, promoting cooperation and teamwork
- Maintaining the reputation and confidentiality of the shelter and its clients at all times
- Following all Eva's Initiatives and site policies and procedures at Eva's Phoenix
- Other duties as required by the Manager of Employment and Training

## QUALIFICATIONS

- Currently pursuing a college diploma or bachelor's degree in Child and Youth Work, Social Work or a related field
- Is returning or registered to enter school in the Fall of 2022
- Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff and volunteers
- A demonstrated ability to organize work, set priorities, meet deadlines and work under pressure of time constraints
- Experience with administrative work (records, filing, data collection, etc.)
- Understanding of the issue of youth homelessness and the barriers facing youth would be an asset
- Strong interpersonal, written and verbal communication skills
- Computer literacy with MS Word, Excel, PowerPoint, and Outlook

## SALARY

This position is non-unionized with an hourly wage of \$15.00 per hour and 4% vacation pay.

## APPLY

Submit a cover letter and resume in one document by **5:00pm** on **May 18, 2022** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2022-39 Employment & Training 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**

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