



## JOB POSTING

POSTING #: 2022-38

### PHILANTHROPY ASSOCIATE, COMMUNITY ENGAGEMENT & EVENTS (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.

The Philanthropy Department at Eva's is responsible for fundraising \$3+ million a year, with an expanding team of 9 staff. The team has an ambitious plan to raise \$5 million a year by 2025, through embracing fundraising best practices, innovation and the latest technology.

#### **ROLE OVERVIEW**

Eva's **Philanthropy Associate, Community Engagement & Events** will work to support the Philanthropy team and will provide assistance with administration and event logistics for Eva's annual golf fundraising event, donor and community events.

This position reports to **Manager, Annual & Community Giving**, and is located at **Eva's Administrative Office**: 401 Richmond Street West, Suite 245, Toronto. Remote work is available for this position.

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

- ◆ Assist with the logistics and execution of event critical path, working with event management company to ensure that tasks are completed, and milestones are met on time
- ◆ Schedule, coordinate and attend Eva's Golf Classic Committee bi-weekly meetings
- ◆ Create, edit, and proofread materials for staff and committee meetings which includes agendas, meeting minutes, and presentations
- ◆ Develop auction management process including receiving, recording and storing all in-kind donations into the database
- ◆ Oversee donor recognition process including gift accounting, invoicing, thank you letters, pledge collection, creation of donor records, and donor stewardship in CRM database
- ◆ Create and manage a print production schedule of event materials including invitation, follow up package, program book, presentation and event signage
- ◆ Work with Community Engagement, Marketing and Brand for the preparation of communication for events and materials (e.g. posters, postcards, brochures, website content, social media etc.)
- ◆ Assist in developing third-party fundraising tools, resources for third party events and peer-to-peer initiatives. Identify and research opportunities to grow and retain existing business through community groups and community organizations
- ◆ Assist with creating and implementing a tribute card program and research on planned giving
- ◆ Research opportunities for stewardship/cultivation strategy for monthly donors including engagement opportunities, customized touch-points and special offers.

## COMPETENCIES

- ◆ Studying or completed a degree in Event Management, Marketing, Communications, Fundraising, Community Development, or a related field
- ◆ Superior project management, time management and organizational skills with the ability to manage multiple stakeholders to drive results
- ◆ Experience with administrative work (records, research and data collection, etc.)
- ◆ Understanding of the issue of youth homelessness and the barriers facing youth would be an asset
- ◆ 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 building grassroots public/donor relations strategies
- ◆ Computer literacy with MS Word, Excel, PowerPoint, and Outlook

## 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](mailto:careers@evas.ca). Be sure to indicate **2022-38 PA, Community Engagement & Events 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](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)

   Connect with us @evasinitiatives