



# JOB POSTING

POSTING #: 2023-06

## ADMINISTRATIVE & OPERATIONS ASSISTANT – YSEP + PRINTSHOP (FULL-TIME CONTRACT)

### 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**

Youth experiencing homelessness who are Black, Indigenous, 2SLGBTQ+, racialized, or newcomers are overrepresented in the population of youth experiencing homelessness. In Canada, racism, specifically anti-Black and anti-Indigenous racism, permeates society, creating social and health inequities.

To respond to the needs of homeless youth and decrease social and health inequities experienced by Black, Indigenous and racialized youth, culturally responsive supports and services must be provided. These supports center the identities and cultures of young people and affirm their holistic identity, taking into consideration the barriers they navigate in their daily lives. This ensures that services respond to the specific needs of youth instead of compounding the barriers they are already facing.

Eva's was founded in 1989 by Eva Smith, a Jamaican immigrant, advocate, and activist. You can learn more about her legacy here: [Home - Eva's Initiatives for Homeless Youth \(wpengine.com\)](#)

Eva's provides shelter, transitional housing, and health and well-being programming to help youth experiencing or at risk of homelessness in Toronto. Join our expert staff help young people reach their potential and lead fulfilling, healthy lives.

At Eva's, we help young people move from crisis to stability with the ultimate goal of moving to independence. We work with each young person to develop an achievable action plan, attain their goals, and build strong community connections.

### **ROLE OVERVIEW**

This position reports to the Program Manager, Education, Training and Employment. This position is located **Eva's Phoenix**: 60 Brant St, Toronto ON, ON M5V 3G9. The Administrative Assistant is a key member of the administrative team.

This position also supports Eva's Print Shop; a full-service digital printer that reduces youth homelessness. Through innovative profit-for purpose social enterprise model, Eva's Print shop helps homeless youth build better futures.

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.

This is a contract position with a possibility for extension. This position is full-time for 40 hours a week, Monday-Friday in office.

## RESPONSIBILITIES

The Administrative & Operations Assistant is a core member of the Training & Employment team and works to coordinate the administrative and operational systems as part of the Employment team at Eva's Phoenix. This position is the first point of contact for all internal and external stakeholder communications including potential/current youth participants, Eva's administrative and finance department, Eva's program staff, Eva's Print Shop, community partners, and other partners. The role is required to have a high level of youth engagement, customer service, cross-functional and inter-department administrative and communication skills.

The duties include handling the reception of youth participants who attend the Training & Employment programs, and handling inquiries through faxes, emails, phone calls from current/potential youth participants, employer partners and community partners regarding all Training & Employment programs including Youth Succeeding in Employment Program (YSEP), Construction and Property Maintenance Program, and other programs as they are developed. The Administrative & Operations Assistant will assist with all administrative and operational duties such as tracking financial information, maintaining filing systems, coordinating operational initiatives, supporting program administration, producing relevant reports and/or documents, etc. While these activities rely upon a significant amount of data entry and data accuracy with a large portion of the role requiring administrative and financial management skills, the role is also heavily involved in program delivery through youth engagement and program coordination in collaboration with the Training & Employment program staffs. Knowledge of challenges facing at-risk, homeless youth population is mandatory to be successful in this role.

## QUALIFICATIONS

- A minimum of 2 years' experience providing Office Administration/Customer Service, preferably in a not-for-profit environment
- Knowledge and understanding of at-risk, homes and/or precariously housed youth facing multiple barriers to employment
- Knowledge in youth engagement principles and experience mentoring/coaching diverse at-risk youth and/or vulnerable populations are highly desired
- Demonstrated ability to work in culturally diverse communities with a particular understanding of challenges facing youth from socioeconomically marginalized communities
- Ability to create and maintain multiple financial tracking spreadsheets and filing systems
- 1-2 years' experience in bookkeeping considered an asset

- 📌 Accountable for timely preparation of monthly Print Shop Accounts Receivables, Deposit Report
- 📌 Preparing outstanding payment report for partners and clients
- 📌 Sending statements and coordinate outstanding payments with customers
- 📌 Ability to communicate in a clear and concise manner, both orally (in person and by telephone) and in writing
- 📌 Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook.
- 📌 Superb organizational, planning, time management, and customer service skills
- 📌 Detail-oriented, reliable, agile, punctual, and able to multi-task with minimal supervision in a fast-paced environment
- 📌 Polite, adaptable, professional manner
- 📌 Ability to exercise independent judgment and discretion in handling confidential matters and interacting with diverse stakeholders from both non-profit and private sectors
- 📌 Demonstrated knowledge of strength-based, client-centered, and solution-focused approaches
- 📌 Post-secondary education in Business or Office Administration an asset
- 📌 Familiarity with Employment Ontario and/or Service Canada Skills Links granting programs and guidelines is considered an asset

## APPLY

Submit a cover letter and resume in one document to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2023 – 06 Administrative Assistant - Site** in the title. No phone calls, please. Position will be open until filled.

## 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)

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