



# JOB POSTING

POSTING #: 2023-10

## 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**

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 \(wpengine.com\)](https://www.wpengine.com/home-eva-initiatives-for-homeless-youth)

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 will report to the Director of Operations and be seconded to Eva's Phoenix to be supervised by the Senior Site Manager

## 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.
- Project management and event coordination to support site specific and across the broader Eva's Initiative
- Financial reconciliation, including incoming invoices, visa statements, liaising with the finance department to support budgets.
- 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, formatting data for presentations and reports; present critical information in visually compelling ways
- Support centralized monitoring, ordering, and distributing of supplies and equipment, including liaising with other departments to ensure supplies are being sourced centrally.
- Administrative tasks including preparing minutes of meetings and
- Organize & maintain files and databases in a confidential manner.
- Circulate electronic and print materials and post information.
- Coordinate with IPAC Manager on changing requirements including ensuring sites have appropriate stocks of PPE.
- Other duties as assigned.

## QUALIFICATIONS

- 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 and complete assigned work in a timely manner.
- Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Web browser. Knowledge of IT systems
- Data management including input and enforcing security protocols.
- 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 **Feb 01,2023** to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2023-10 Admin 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](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)

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