



JOB POSTING

POSTING #: 2023-11

MAINTENANCE COORDINATOR(PART-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 \(wpenline.com\)](https://www.wpenline.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 reports to the Senior Manager, Facilities and Safety at [Eva's Phoenix: 60 Brant St, Toronto, ON](#).

RESPONSIBILITIES

The Maintenance Coordinator is responsible for the repair and maintenance of Eva's Scattered Sites, including the cleanliness and general upkeep of the building, interiors and exterior, ensuring a preventative maintenance program is developed, followed, logged and monitored. The Maintenance Coordinator participates as a key member of the Health and Safety team, identifying safety hazards and ensuring all safety concerns are addressed in a timely manner.

Duties will include:

- Performing day-to-day maintenance and repairs to Eva's property.
- Ensuring housing meets all required building and fire codes.
- Responding in a timely manner to emergencies and maintenance issues.
- Completing assigned work orders in a timely manner
- Assisting, when necessary, in the sourcing of supplies/equipment/furniture for the organization and the procurement/distribution of such items.
- May be required to assist other Maintenance Coordinators at other operation sites

QUALIFICATIONS

- Minimum 5 years of experience in carpentry, plumbing, mechanical and electrical work
- Experience maintaining facilities and equipment/ property management
- Knowledge of building and fire codes including AODA
- Ability to work independently and on own initiative
- Valid Driver's License with clean abstract required
- Excellent organizational and time management skills
- Works well under pressure and must be able to deal with competing priorities and tasks
- Knowledge of plumbing, electrical, low voltage, Fire and HVAC systems
- Experience in dry walling and painting
- Experience maintaining metal/wooden doors, windows and related hardware
- Proficiency in Outlook , Excel and MS Word required
- Exterior maintenance including, minor tree pruning, lawn irrigation, eaves troughs and catch basins
- Able to work outdoor and in inclement weather including snow removal
- Must have knowledge of WHMIS, SDS guidelines OSHA

SALARY

The position is unionized, with an hourly rate of \$30.26 part time with 24 hours per week and the contract end date is April 28,2023.

APPLY

Submit a cover letter and resume in one PDF document by **Feb 02,2023** to careers@evas.ca. Be sure to indicate **2023-11 Maintenance Coordinator** 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 being 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

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