



JOB POSTING

POSTING #: 2023-19

ADMINISTRATIVE AND OPERATIONS ASSISTANT – YSEP (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 \(wpengine.com\)](#)

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

The Administrative and Operations Assistant is a key member of the administrative team and provides support, manages, and distribute information. The position reports to the Director of Operations and is supervised by the Program Manager, Education, Training and Employment.

The incumbent must be able to thrive in a fast-paced team-oriented environment and must be passionate about creating transformational change in youth homelessness. Having a strong sense of purpose 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 part time for 32 hours a week, Monday-Friday in office.

RESPONSIBILITIES

This position is the first point of contact for all internal and external stakeholder communications including participants, Eva's administrative and finance department, Eva's program staff and community partners. The role is required knowledge of bookkeeping and financial tracking skills, youth engagement, customer service, cross-functional and inter-department administrative and communication skills. The role is also heavily involved in program delivery through youth engagement and program coordination in collaboration with the and Employment, Education and Training program staffs.

Other duties include:

- Handling the reception of participants attending the Employment, Education and Training programs.
- Handling inquiries through emails, phone calls from participants, employer partners and community partners regarding all Training and Employment programs including Youth Succeeding in Employment Program (YSEP), Education, and other programs.
- Assist with all administrative and operational duties such as tracking financial information, maintaining filing systems, processing invoices, visa reconciliation and financial reimbursements.
- Coordinate operational initiatives, supporting program administration, producing relevant reports and/or documents as it relates to youth homelessness, 2SLGBTQ identities, mental health and substance use problems and disorders, and developmental and learning disabilities.

QUALIFICATIONS

- A minimum of 3 years' experience as an Administrative Assistant and Operations Coordinator, preferably in a not-for-profit environment
- Post-secondary education in Business Administrative or any relevant field
- Knowledge and understanding of at-risk, homes and/or precariously housed youth facing multiple barriers to employment.
- Knowledge of 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.
- Knowledge of bookkeeping and financial tracking skills, youth engagement, customer service, cross-functional and inter-department administrative and communication skills.
- Demonstrating ability in working with a trauma informed, harm reduction approach and from an Anti-Black racism, anti-oppression, and culturally safe perspective/framework.
- Understanding of issues related to youth homelessness, 2SLGBTQ identities, mental health and substance use problems and disorders, and developmental and learning disabilities.

APPLY

Submit a cover letter and resume in one document to careers@evas.ca. Be sure to indicate **2023 – 19 Admin & Operations Assistant - YSEP** 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 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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