



## JOB POSTING

POSTING #: 2023-48

POSITION TITLE: **ADMINISTRATIVE & OPERATIONS ASSISTANT, SITE (PART-TIME, PERMANENT)**

### THE OPPORTUNITY

*Join one of the [Top 10 Canadian Youth Impact Charities of 2022](#) today! Since 2010, Charity Intelligence has awarded Eva's with high marks for 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 affirms 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)

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 Assistant is a key member of the administrative team. This person must thrive in a fast-paced team-oriented environment and must be passionate about creating transformative change in

youth homelessness. Having a keen 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 position reports to the Director of Operations and is located temporarily at **New Plaza Motel at 4584 Kingston Rd, Scarborough, ON M1E 2P4**

## 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
- Order supplies and equipment and handle incoming invoices
- 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, format data for presentations and reports; present critical information in visually compelling ways
- Monitoring, ordering, and distributing office supplies as required including liaising with other departments to ensure supplies are being sourced centrally
- Prepare minutes of meetings
- Organize & maintain files and databases in a confidential manner
- Circulate electronic and print materials and posting information
- 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 to 25 lbs.
- Strong interpersonal skills and collaborative approach
- Ability to prioritize assigned work and complete in a timely manner
- Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Internet Explorer. Knowledge of IT systems
- 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 a 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 **September 5, 2023**, to [hr@evas.ca](mailto:hr@evas.ca). Be sure to indicate **2023-48 Administrative Assistant** in the title. No phone calls, please.

## CONDITIONS OF EMPLOYMENT

<https://www.evas.ca/conditions-of-employment/>

## LAND ACKNOWLEDGEMENT

<https://www.evas.ca/land-acknowledgement/>

## 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