



JOB POSTING

POSTING #: 2024-23

POSITION TITLE: ADMIN ASSISTANT – CANADA SUMMER JOB

SALARY: \$16.55 PER HOUR, 35 HOURS PER WEEK

CONTRACT PERIOD: 8 WEEKS

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.

Learn more about Eva's Initiatives and the work that we do.

[Home - Eva's Initiatives for Homeless Youth \(evas.ca\)](http://evas.ca)

ROLE OVERVIEW

The position will report to the Director of Operations. The person in this position will receive a regular meeting with their direct supervisor and prompt, actionable feedback on their job performance. They will be required to attend a weekly meeting. The Director of Operations will be responsible for day-to-day supervision and observation of the student, including determining tasks and completion, evaluating work and performance, and managing workplace expectations.

The student will work together to create objectives, tasks, and goals. There will be a daily check-in in-person or via remote session.

Ongoing support will be provided as well as cross-functioning exposure for professional development. The role is a contract position for period of 8 weeks. This position is located at: Eva's Phoenix 60 Brant St, Toronto, ON M5V 3G9

- Answer, screen, and transfer inbound phone calls.
- Receive and direct visitors and clients.
- General clerical duties, including photocopying, fax, and mailing.
- Maintain an electronic and hard copy filing system.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Schedule and coordinate meetings, appointments
- Prepare agendas for meetings and prepare schedules.
- Record, compile, transcribe and distribute minutes of meetings.
- Open, sort and distribute incoming correspondence.
- Maintain office supply inventories.
- Coordinate maintenance of office equipment
- Create an inventory of office supplies and its assets.
- Assist with other tasks as required.

REQUIREMENTS

- A strong dedication to social justice, coupled with a fundamental grasp of systemic obstacles contributing to youth homelessness.
- Exceptional discretion and discernment when handling and preparing confidential documents.

- Outstanding communication skills.
- Proficiency in Microsoft Office.
- Adept at multi-tasking and effectively prioritizing tasks.
- Proficient in utilizing various software and technology systems.
- Unwavering commitment to the principles of Anti-Racism and Anti-Oppression.
- Proficient in research, able to provide insightful suggestions and reports on legislation and current trends within the homelessness sector.
- Self-sufficiency and the ability to work independently.
- Ability to work collaboratively with cross-functional teams.
- Strong problem-solving and analytical skills.
- Detail-oriented with a commitment to data accuracy.
- Age: You must be between **15 and 30 years old** at the start of employment.
- Citizenship/Status: You should be a **Canadian citizen**, a **permanent resident**, or someone to whom **refugee** protection has been conferred.
- Work Authorization: You must be **legally entitled to work in Canada** (which means you need a valid Social Insurance Number).
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APPLY

Submit a cover letter and resume in one PDF document by **May 29, 2024** to careers@evas.ca. Be sure to indicate **2024-23 Admin Assistant – Canada Summer Job** 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/>

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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    Connect with us [@evasinitiatives](https://www.instagram.com/evasinitiatives).