



JOB POSTING

POSTING #: 2025-09

ADMINISTRATIVE ASSISTANT - RESEARCH AND DOCUMENTATION (CANADA SUMMER JOB)

WAGE RATE: \$17.20 PER HOUR, 35 HOURS A WEEK

CONTRACT PERIOD: 8 WEEKS

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.

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

[About Us - Eva's Initiatives for Homeless Youth \(evas.ca\)](#)

DUTIES AND SCOPE OF WORK

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 a period of 8 weeks. This position is located at: Eva's Place, 360 Lesmill Rd, M3B 2T5.

RESPONSIBILITIES

Research and Analysis

- Conduct in-depth research to support the development of policies, procedures, and manuals.
- Collect and organize data from internal and external sources, ensuring accuracy and relevance.
- Summarize research findings in a clear, concise, and actionable format.

Documentation Development

- Draft, edit, and finalize comprehensive manuals, policies, and procedures.
- Collaborate with subject matter experts to ensure content accuracy and completeness.
- Regularly review and update documentation to reflect changes in processes or regulations.

Administrative Support

- Maintain organized records and archives of research materials, manuals, and policies.
- Manage and track document approval processes.
- Provide general administrative support to teams involved in projects related to documentation.

Process Improvement

- Identify gaps or inefficiencies in existing documentation and propose improvements.
- Develop templates and standardized formats to streamline document creation and updates.

Communication and Coordination

- Act as a liaison between teams to gather input and feedback on manuals and procedures.
- Coordinate meetings and workshops to review and refine draft documents.

QUALIFICATIONS

- 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.
- Excellent written and verbal communication skills.
- 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 research and analytical abilities.
- Technical Skills: Proficiency in MS Office Suite, particularly Word, Excel, and PowerPoint; familiarity with documentation and project management tools (e.g., SharePoint, Trello, or Asana) is an asset.
- Highly detail-oriented with exceptional organizational skills.
- Ability to manage multiple projects and meet deadlines.
- 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).
- International students, and those who are here in Canada on a work, youth, or visitor visa/permit are **not eligible for the program**.

WORK ENVIRONMENT

- Hybrid work model: Part remote, part onsite.
- Standard hours: 35 hours/week with occasional flexibility based on deadlines.

APPLY

Submit a cover letter and resume in one document by **May 19, 2025**, to careers@evas.ca Be sure to indicate **2025 – 09 Administrative Assistant- Research and Documentation (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/>

LOOKING TO LEARN AND GROW WITH US?

Check out other all our employment opportunities on our website at <https://www.evas.ca/employment/>

Eva's Initiatives for Homeless Youth

Administrative Office: 60 Brant Street, Toronto, Ontario, M5V 3G9

Email info@evas.ca | Website www.evas.ca



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