



JOB POSTING

POSTING #: 2026-17

HUMAN RESOURCES ASSISTANT - (CANADA SUMMER JOB)

WAGE RATE: \$17.60 PER HOUR, 35 HOURS A WEEK

CONTRACT PERIOD: 8 WEEKS

NUMBER OF POSITIONS: 2

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 HR Manager. 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 HR Manager 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.

RESPONSIBILITIES

- Maintaining accurate, up-to-date, and complete employee records, benefits, attending to employee inquiries
- Supporting with health and safety, training, labour relations, recruiting, and other HR programs.
- Responsible for the census collection of all staff information
- Maintain accurate, up-to-date, and complete employee records and ensure confidentiality with all client and departmental files
- Locate filed materials upon request, ensuring that materials are provided only to authorized users
- Monitor human resources related documentation to ensure accuracy, consistency, and relevance to business processes
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage according to file maintenance and legislative requirements

- Organize physical and online HR records in shared folders
- Coordinate the logistical aspects of departmental programs such as meetings, seminars, workshops, special projects, and events
- Prepare, review, and/or edit various forms of correspondence such as letters, invoices, presentations, publications, and reports
- Support with creation of job descriptions, job postings, resume screening, and interviewing
- Stay abreast on compliance requirements and industry best practices; recommend changes or modifications to existing policies and programs to remain in compliance
- Participate in professional development activities to improve knowledge and skills

QUALIFICATIONS

- Currently pursuing or recently completed a diploma or degree in **Human Resources Management**, or a related field
- 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.
- **Eligibility:** You should be a **Canadian Citizen**, a **Permanent Resident**, or **Conventional Refugee**.
- Work Authorization: You must be legally entitled **to work in Canada** (which means you need a valid Social Insurance Number).
- A Clear Vulnerable Sector Police Reference Check
- Proof of up-to-date adult immunization status as per Toronto Shelter Standards
- Proof of valid CPR & First Aid certificates
- A signed Declaration form from Human Resources Development Canada (HRDC)

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 8, 2026**, to careers@evas.ca. Be sure to indicate **2026 – 17 Human Resources 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/>

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

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

   Connect with us @evasinitiatives.