



## JOB POSTING

POSTING #: 2026-18

ADMINISTRATIVE ASSISTANT - (CANADA SUMMER JOB)

WAGE RATE: \$17.60 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 Senior Manager, Facilities and Services. 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. 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. This position is hybrid and office is located at: Eva's Place, 360 Lesmill Road, North York, ON. M3B 3P4.

## RESPONSIBILITIES

- ◆ The successful candidate will assist in creating and organizing manuals, procedures, and tracking systems, ensuring the organization operates efficiently and effectively.
- ◆ Assist in the creation and organization of a comprehensive Facilities Manual, including policies, procedures, and operational guidelines.
- ◆ Develop and maintain detailed documentation for the Preventative Maintenance Tracking System, ensuring all schedules and activities are accurately recorded and accessible.
- ◆ Standardize and compile departmental procedures into easily accessible binders and digital formats.
- ◆ Design and implement tracking systems for facilities billing to ensure accurate and timely processing.

- 👉 Create and maintain tracking sheets for maintenance schedules of equipment and other assets, ensuring compliance with preventative maintenance plans.
- 👉 Update and monitor electronic records to track vendor activities, repair timelines, and inspections.
- 👉 Organize and streamline electronic files for the Facilities Department, ensuring all records, manuals, and correspondence are logically structured and easily retrievable.
- 👉 Conduct regular audits of electronic files to maintain accuracy and relevance of stored documents.
- 👉 Collaborate with team members to gather information necessary for updating records, manuals, and schedules.
- 👉 Coordinate with vendors and internal teams to ensure facility-related documentation aligns with operational requirements.
- 👉 Assist in compiling reports and summaries related to facilities operations, inspections, and billing.
- 👉 Manage updates to departmental records and ensure accuracy across all technical and administrative documents.
- 👉 Provide assistance for projects aimed at improving facilities management processes and systems.

## QUALIFICATIONS

- 👉 A strong dedication to social justice, coupled with a fundamental grasp of systemic obstacles contributing to youth homelessness.
- 👉 Currently pursuing or recently completed a diploma or degree in Business Administration, or a related field
- 👉 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)

## APPLY

Submit a cover letter and resume in one document by **May 8, 2026**, to [careers@evas.ca](mailto:careers@evas.ca). Be sure to indicate **2026 – 18 Administrative 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

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

Email [info@evas.ca](mailto:info@evas.ca) | Website [www.evas.ca](http://www.evas.ca)

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