



JOB POSTING

DATE POSTED: MARCH 3, 2020

POSTING #: 2020-13

ADMINISTRATIVE & OPERATIONS ASSISTANT (FULL TIME PERMANENT)

Eva's Initiatives for Homeless Youth provides safe shelter, supportive services, and long-term solutions to youth homelessness. We believe all young people deserve safe, affordable housing, great support, and access to the resources to reach their full potential.

Eva's Initiatives is an innovative organization that works locally and nationally to prevent, reduce and end youth homelessness. Eva's Initiatives operates three specialized shelter facilities, Eva's Place, Eva's Satellite and Eva's Phoenix..

The Administrative & Operations Assistant reports to the Senior Site Manager and is located at **Eva's Place**: 360 Lesmill Road, North York, ON. This position is responsible for providing office coordination, database management, facility operations, financial, and IT support.

Eva's is strongly committed to a workforce that reflects the diversity of the populations we serve. We encourage applications from all qualified individuals including applicants from all cultures, racialized communities, abilities, diverse sexual and gender identities and others who may contribute to the further diversification of ideas. We are committed to a selection process and work environment that is inclusive and barrier free.

GENERAL RESPONSIBILITIES

- ◆ Coordinating meetings, events and/or tours, including but not limited to: invitations; reminders and notifications; booking venues/rooms; logistics such as room and equipment and software set up; preparation of agendas, presentations and other materials
- ◆ Managing meeting room bookings and schedules
- ◆ Collecting information from others and compiling reports and/or schedules; preparing documents such as presentations, minutes and/or correspondence as assigned
- ◆ Screening calls and visitors; responding to general enquiries, questions and concerns from clients and/or the public, redirecting sensitive or unusual situations as appropriate
- ◆ Coordinating timesheet input and approvals; answering general employee questions about payroll issues.
- ◆ Coordinating a variety of tasks to support Volunteer/tour information and schedules
- ◆ Updating and maintaining various business information, such as training ledgers; software/system accounts and profiles; credit card and petty cash reconciliations; invoicing and expense reports; etc.
- ◆ Setting up and managing user accounts for IT systems and telephone services; managing access to other office equipment or site locations, as appropriate
- ◆ Coordinate all monthly IT updates, including Virus protection
- ◆ Providing user training and support on a broad variety of business processes and systems, such as HR and financial software, Microsoft tools, meeting software, etc.

- 📌 Preparing new staff for success: ensure desks, equipment and accounts set up; provide training and support in learning administrative processes
- 📌 Processing and distribution of mail and other materials, etc.
- 📌 Maintaining files and lists, and documents, performing data entry as assigned
- 📌 Data entry and database management for all statistics – client, program, finance and administration
- 📌 Working with other Administrative staff to order, stock and distribute supplies effectively.
- 📌 Researching and consider alternatives to recommend process improvements to improve efficiency and/or reduce costs
- 📌 Providing reception coverage as required.

QUALIFICATIONS AND COMPETENCIES

- 📌 A minimum of 3-5 years' experience providing general accounting/bookkeeping and 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
- 📌 Post-secondary education in Business or Office Administration an asset
- 📌 Intermediate typing (approximately 50 wpm) and computer skills with proficiency in MS Word, Excel and Outlook, Internet Explorer, Knowledge of IT systems
- 📌 Proficient with office equipment such as a fax machine, photocopier, laptops, and with managing telephone system and camera system
- 📌 Polite, adaptable, flexible, collaborative and professional
- 📌 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 managers, staff, volunteers, youth and community members
- 📌 Must have valid driver's license with clean 3 year abstract

APPLY

Submit a cover letter and resume in one PDF document by **5:00pm on March 13, 2020** to careers@evas.ca. Be sure to indicate **2020-13 Administrative Assistant** in the title. No phone calls, please.

Please note that as a condition of employment, the successful applicant must complete a Vulnerable Sector Screening Police Reference Check. Eva's would like to thank all applicants for their interest; however, only those selected for an interview will be contacted. In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage people from diverse groups to apply. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Eva's provides accommodation, accessible formats, and communication supports for the interview upon request.

Eva's acknowledges the sacred land on which our organization stands, the territory of the Huron-Wendat and Petun First Nations, the Seneca, and most recently, the Mississaugas of the Credit River. The territory was the subject of the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and Confederacy of the Ojibwe and allied nations to peaceably share and care for the resources around the Great Lakes. We are grateful to work here and we are mindful of broken covenants and the need to strive to make right with all our relations.

Eva's Initiatives for Homeless Youth

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   Connect with us @evasinitiatives