



## JOB POSTING

DATE POSTED: SEP 03, 2020  
POSTING #: V-09022020

### CORPORATE RELATIONS COORDINATOR (CO-OP 4-8 MONTHS )

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. The position works in a shelter environment with its associated stresses and with youth who may at-times be in crisis and may demonstrate related behaviours.

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.

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.

This position reports to the Corporate Relations Officer and is located at [Eva's Administrative Office](#): 401 Richmond Street West, Suite 245, Toronto. Remote work is available for this position.

This position will be unpaid throughout the course of the co-op employment.  
Expected hours per week = 24-35 hours/week

### ROLE OVERVIEW

As a Corporate relations coordinator at Eva's Initiatives you will facilitate in the building and maintenance of relationships with corporations that can support Eva's fundraising goals. The corporate relations officer will also support the Events manager and CRO with coordination of event Sponsors leading up to major events, coordinating volunteers, and developing public relations strategies that will promote the organization's mission. If you're passionate about ending youth homelessness, love connecting with people, have excellent interpersonal skills and are a team-player this could be a great opportunity!

### QUALIFICATIONS

- ◆ Studying or completed a degree in Community Development, Public Relations, Marketing, Fundraising, Social Work or a related field
- ◆ Proficiency in graphic design
- ◆ Excellent interpersonal and communication skills and a demonstrated ability to work effectively with a diverse group of staff and volunteers

- A demonstrated ability to organize work, set priorities, meet deadlines and work under pressure of time constraints
- Experience with administrative and research work (records, filing, data collection, etc.)
- Understanding of the issue of youth homelessness and the barriers facing youth would be an asset
- Strong interpersonal, written and verbal communication skills, ability to listen compassionately
- Computer literacy with MS Word, Excel, PowerPoint, and Outlook

## APPLY

Submit a cover letter and resume in one document no later than **5:00pm** on **Sep 18, 2020** to [frasool@evas.ca](mailto:frasool@evas.ca). Be sure to indicate **Corporate Relations Coordinator** 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