

**FOR YOUTH INITIATIVE**  
**Internal & External Job Posting**  
**Job Description**

POSITION TITLE: Operations Special Projects Assistant  
DETAILS: Full-time (3 Months Contract)  
REPORTS TO: Operations and Communications Manager  
SALARY: \$11.40/hr  
START DATE: Immediately

**Organization Description:**

For Youth Initiative is a non-profit organization that has served, inspired and advocated for thousands of teens and young adults in York South-Weston since 1995. Our multi-service agency provides year-round programs and services to local youth to meet their needs and empower them to reach their full potential.

Every young person's journey is unique and their needs are too. Our case management model meets young people where they are and helps them get to where they want to be. Our programs and services are designed to support youth to graduate high school, enroll in post-secondary education, gain employment and prepare for adulthood.

**Position Summary:**

To support operations projects and improve overall operations standards and policy at For Youth Initiative.

**Main Tasks & Responsibilities:**

- Execute special operations projects while supporting all office, HR, Finance processes
- Develop and maintain the FYI operations procedures manual for all office, communications, human resources and financial processes
- Develop and implement correspondence process - Audit and maintain digital and hard filing systems
- Audit all current administration forms and templates
- Audit all organizational calendars and email accounts
- Assist with office relocation project

**Required Qualifications:**

To be eligible, students must meet ALL criteria:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been

- conferred under the *Immigration and Refugee Protection Act*; and,  
• be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

An error in judgment in this position could result in a loss of participants, loss of program funding, cuts in staffing, tarnishing FYI's reputation and a loss of morale among staff. The impact of an error could be felt within the entire organization.

**How to Apply:** Please send your cover letter, resume, and three references within one document in MS Word or PDF format by mail or e-mail to:

ATTENTION: Hiring Committee  
For Youth Initiative  
1652 Keele Street  
Toronto, Ontario M6M 3W3  
Email: [hr@foryouth.ca](mailto:hr@foryouth.ca)

*For Youth Initiative is committed to employment equity initiatives. We encourage residents of York- South Weston and surrounding communities and members of youth, ethno-racial, aboriginal, immigrant, francophone, refugee, LGBT and disabled community groups to apply and self-identify.*

*If accommodation is required during the hiring process, please advise at the time of application or contact the HR Manager. If you are selected, you will receive the HR Manager's contact info.*

**NO PHONE CALLS PLEASE**