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FOR YOUTH INITIATIVE

External Job Posting

POSITION TITLE: Office Manager
REPORTS TO: Executive Director
DETAILS: One Year Contract-Full time
SALARY: \$40,000-45,000
CLOSING: March 30, 2016
INTERVIEWS: April 5 - April 8
START DATE: April 2016

Organization & Program Description

For Youth initiative strives to build healthy communities by supporting racialized youth ages 13-24 living in low-income neighborhoods to access opportunities that will allow them to flourish and thrive in the city of Toronto. We provide programs and services that develop the assets necessary to reduce violence among youth and increase youth leadership in the community. FYI is a youth organization that embeds leadership opportunities in all we do, ensuring that youth have opportunities to grow, learn, and build the safe communities that we imagine. The Office Manager will be responsible for supporting program and human resource functions as well as coordinate office needs

Position Summary

The position of the Office Manager is responsible for managing the office by overseeing office equipment and inventory, implementing and sustaining office processes, serving as the main representative for all office related issues, and for greeting and directing visitors. The Office Manager also manages the HR administration of the organization and serves as the main point of reference for all HR related inquiries. This position also works closely with the Executive Director, Finance Lead and Management team.



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Main tasks & responsibilities:

Office Management/Administration (35%)

- Maintains office efficiency by overseeing, planning and implementing office systems, layouts, and equipment
- Manages the office supply budget and takes lead on ensuring the office is adequately equipped with needed office supply inventory
- Manages the use of office equipment by staff
- Plans and coordinates logistics for office meetings/retreats
- Safekeeps and updates records of office inventory, mailing list, accounts and passwords
- Designs and prepares FYI's yearly calendar
- Maintains appropriate hard and electronic filing systems for records management
- Acts as the administrator for most of the organizations accounts: Gmail, NationBuilder, Facebook, Twitter, etc.
- Maintains excellent working relationships with service providers, vendors, building maintenance, security, and building tenants
- Actively communicates and updates staff regarding all office issues and concerns
- Handles all correspondence including day couriers and regular mail, making sure all mail is delivered/received properly and accurately
- Directs, takes messages, and transfers phone calls from clients, partners, community members, participants, and the public to appropriate staff
- Positively greets youth participants, guests, visitors, and directs them appropriately

Human Resources Administration (30%)

- Management of Human Resources personnel files ensuring security and confidentiality of information
- Takes part in the recruitment process of new employees by posting job announcement, scheduling interviews, participating in the interviewing process, reference checks, contract drafting, and conducts new employee orientation and onboarding
- Serve as a link between management and employees by handling questions, interpreting policies/contracts and helping to resolve work-related problems
- Provides guidance and interpretation of policies and HR procedures to staff
- Maintains and tracks employees' leave of absences, and provides leave of absences balance report to staff when requested
- Works with the Finance Lead to administer and provide information to staff regarding FYI's benefits program plan



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- Ensures performance evaluation procedures are followed between staff and management
- Actively ensures the organization adheres to the Employment Standards Act, Ministry of Labour, and Human Rights Code, to ensure organizational compliance and to reduce risk
- Identifies potential health and safety risks to staff and proactively works to mitigate them
- Strategies to foster a positive office culture and environment improving productivity and retention

Community and Stakeholder Engagement (25%)

- Leads the recruitment process of engaging and allocating placement students, student staff for the Canada summer jobs program, and volunteers
- As needed, will recruit, supervise and mentor Administrative students for additional support
- Maintains excellent working relations by professionally liaising with partners, stakeholders, business providers, participants, and colleagues on behalf of FYI
- Coordinates monthly Board meetings including attending and taking minutes when needed
- Represents FYI on the External Relations Committee which is responsible for leading the organization's Scholarship Program, Annual General Meeting, and Annual Fundraiser
- Leads coordination and execution of FYI's major events

Executive Assistance (10%)

- Acts as a gatekeeper to the Executive Director's time by monitoring incoming calls and meeting requests
- Occasionally books meetings on behalf of the Executive Director
- Researches and compiles information at the request of the Executive Director
- Works ethically by maintaining absolute confidentiality and exercises discretion
- Attends to all other ad-hoc requests



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Required Qualifications:

Must Have Skills & Qualifications:

Education:

- The minimum level of education preferred is a post-secondary diploma or degree in Office/Executive Administration and/or Human Resources and/ or Social Service Work.

Experience:

- At least 2-3 years of previous office management/administration experience
- Experience assisting an Executive Director or supporting a management team
- Project management and/or event planning
- Meeting planning and coordination
- HR administration and knowledge of Human Resources legislation preferred
- Experience working with a Board of Directors in the non-profit sector
- Practical experience handling and knowledge of office equipment: telecommunications, photocopiers, and computers
- Minimum of one year experience working in a non-profit environment with a strong understanding of an anti-oppressive framework
- Microsoft Office (Word, Excel, PowerPoint), Gmail, and NationBuilder (NationBuilder not required but considered an asset)

Core Competencies:

- Superior interpersonal communication skills
- High emotional intelligence
- Ability to maintain a high level of confidentiality and discretion
- High attention to detail
- Demonstrated ability to take initiative, and work with minimal supervision
- Capacity to prioritize tasks, work well under pressure, while ensuring to meet tight deadlines
- Flexible and adaptable to changing workloads and priorities
- Exceptional organization and time management skills
- Adept at providing and receiving feedback
- Leadership mindset
- Committed to professional development
- Thrives in a diverse working environment



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How to Apply

Please send your cover letter and resume by e-mail to:

ATTENTION: Executive Director

For Youth Initiative
1652 Keele Street
Toronto, Ontario M6M 3W3
Email: HR@foryouth.ca

Closing date for applications is Wednesday March 30, 2016 at 5:00pm.

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.

NO PHONE CALLS PLEASE