

*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing.*

*We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.*

**Internal and External Job Posting**  
**Business Administrator (Contract)**  
**1<sup>st</sup> Stop Woodlawn**  
**JOB ID: STOP824**

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<b>Employment Type:</b>	Full-Time, Contract
<b>Work Hours:</b>	35 hours per week (Monday to Friday 9am to 5pm)
<b>Salary:</b>	\$55,385 per annum (L7), plus comprehensive benefits
<b>Location:</b>	80 Woodlawn Avenue East, Toronto, Ontario M4T 1C1
<b>Contract Start Date:</b>	As soon as possible
<b>Contract End Date:</b>	January 26, 2024
<b>Internal Application Deadline:</b>	Monday, January 30, 2023
<b>External Application Deadline:</b>	Wednesday, February 1, 2023

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### JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations

The Business Administrator is responsible for the administrative and financial operations of Choices for Living Program, 1<sup>st</sup> Stop Woodlawn Shelter and related community programs. The position prepares financial reports for internal purposes and for a variety of funders, develops and implements administrative systems, as well as coordinates the SMIS system and other data collection and reporting. Oversees systems that support the shelter team in the smooth administrative functioning of the shelter in ensuring that operations and procedures are delivered to meet client needs in a client focused, holistic manner in accordance with YWCA and Hostel Services policies and procedures. Works within a collaborative team to provide meaningful and relevant services within a theoretical feminist framework that includes a working knowledge of the dynamics and effects of trauma and oppression.

### ABOUT YWCA TORONTO – 1<sup>ST</sup> STOP WOODLAWN

There are five main components to the service delivered by 1<sup>st</sup> Stop Woodlawn. The program provides 25 shelter beds to young women (16 – 25 years of age); 25 shelter beds to women 26 years and older; 6 rooms in Second Stage Supportive Housing for mature and/or senior women and 6 second stage rooms for young women not ready for independent living. The Housing Help program provides advocacy referral and support to residents in the shelter. The Transitional Support program provides aftercare to residents and their children providing support through group work, counselling and connecting women to supports. The Choices for Living Program provides support to women with mental health issues.

### KEY RESPONSIBILITIES

- Prepares initial analysis of multiple budgets for 1<sup>st</sup> Stop Woodlawn and related community programs for review by Manager of 1<sup>st</sup> Stop Shelter;

- Coordinates and prepares financial reports for a variety of funding applications including Ministry of Health and Long Term Care, Ministry of Community and Social Services, Hostel Services and United Way;
- Prepares invoices for payable and receivable accounts;
- Distributes, monitors and reconciles petty cash, personal needs allowance, TTC and other monetary accounts;
- Assists Manager to ensure the Shelter Management Information Systems is implemented and provides orientation and support to staff;
- Gathers and maintains records, compiles program statistics and data information of clients and programs, and prepares reports and correspondence as required by the Manager and Hostel Services;
- Monitors the shift schedule to ensure the smooth operation of shift and on call coverage. Schedules time off, vacancies and trainings and books coverage for absences.

## QUALIFICATIONS

- In-depth knowledge of an academic discipline normally acquired through completion of a undergraduate degree (e.g. BSW) **(Cases for Equivalency will be considered)**;
- Experience in managing and developing administrative and financial systems;
- 3 to 5 years directly related experience in a residential setting providing administrative functions in a fast paced, high demand, social service residential setting;
- Working knowledge of current issues related to homelessness, including street involved individuals, harm reduction, addiction, social work, social housing, alternative and supportive housing, income security, mental health and demonstrated support strategies within an anti-oppression trauma framework;
- Toronto Hostels Training Centre Certificate or equivalent;
- Certificate in trauma counselling an asset;
- Knowledge of Health and Safety requirements, Shelter Standards, Ontario Works and relevant legislation and regulations;
- Demonstrated experience in working under pressure and remaining calm in a crisis;
- Demonstrated crisis intervention and conflict mediation skills;
- Excellent oral and written communication skills and experience in report writing;
- Demonstrated knowledge, experience preparing, monitoring and reconciling billings and monies;
- Ability to monitor and present financial statements and present analysis of financial issues;
- Excellent computer skills, word processing, and experience with database software, office and accounting programs (i.e. Word, Excel, Power Point, GP Dynamics accounting software);
- Knowledge of office equipment and ability to troubleshoot and fix problems;
- Excellent organizational skills;
- Experience working in a high demand, multi-service environment required;
- Ability to maintain a positive approach and a professional manner at all times;
- Ability to interact with a diverse community of women within shelter and housing environments;
- Knowledge of a second language and/or culture is an asset.

**Note:** Restriction on vacation for year-end closing and a variety of annual reporting and funding application deadlines.

**Vaccination Policy:** In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees are required to be fully vaccinated with a COVID-19 vaccination series by October 30, 2021. As a condition of hire, new staff will be required to submit proof of vaccination prior to their first day of work. The YWCA will consider written requests for accommodation under the Human Rights Code on a case by case basis and will accommodate those individuals who are legally entitled to accommodation.

## HOW TO APPLY

**Please submit your cover letter and résumé to:** Maria Moutsatsos, Manager, 1<sup>st</sup> Stop Woodlawn at [woodlawnjobs@ywcatoronto.org](mailto:woodlawnjobs@ywcatoronto.org). **Please quote JOB ID number STOP824 and your name in the subject line.**

**Please note:** A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. **Please indicate on your cover letter and your email subject line, if you are an internal candidate.** For internal applicants, this position is secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

**Posting date:** January 20, 2023