Job Posting
Administrative Assistant
Chord Housing Co-operative Inc.

Chord Housing Co-operative Homes is a 136 unit co-op building located in the Jane and Weston Rd. area of Toronto. The co-op is operated under the Social Housing Reform Act and local rules set out by the City of Toronto. We have a part-time position for Administrative Assistant reporting to the Property Manager. The position is 25 hours/week, Monday to Friday. Expected start date is October 5th, 2009.

Qualifications and Requirements:

- General reception and assistance to members
- Prepares and delivers written materials to members and the Board members
- Information Management
- Maintain membership waiting lists
- Co-ordinate member move-ins and move-outs
- Market vacant units
- Maintain Parking System and records
- Filing and general office work
- Assists Manager in typing, editing and filing correspondence
- Other tasks as assigned by the Property Manager.
- At least 2 years of administrative experience is an office environment
- Knowledge of SHRA is an asset.
- Co-op/Non-profit administrative experience is an asset

Computer skills required: MS Office, NewViews, HMWORX, Excel, and Internet

Deadline: Thursday, September 24th, 2009.

How to apply:
Email your cover letter, resumes and SALARY expectations to:

Hiring Committee
Chord Housing Co-operative Inc.
43 Goldwin Ave. Toronto ON M6M 5H4

Email: borim_za@yahoo.com

No phone calls please. We would like to thank all applicants; however only those selected for an interview will be contacted.

Terrace Housing Co-operative, 88 Mutual Street, Toronto, ON M5B 2N3
(416) 368-7140, fax (416) 368-7146
terraceco-op@rogers.com

Full Time Co-ordinator

Terrace Housing Co-operative Inc.

Terrace Co-operative Homes is a 104 unit 14 storey apartment building located at Dundas and Church. We are a diverse community in the heart of downtown Toronto.
We are looking for a Co-ordinator to manage the day-to-day operation of our co-op and work closely with the Board of Directors. The Co-ordinator is expected to work 35 hours per week with one to two evening shifts for attendance at meetings.

Responsibilities:

- Financial planning and control
- legal issues, arrears and subsidy administration
- Property maintenance and development
- Membership administration
- Supervision of the administrative assistant
- Supervision of the cleaning staff
- Supervision of maintenance worker
- Community Development
- Corporate affairs management

Qualifications:

- Minimum of 5 yrs experience managing the operations of a housing co-op.
- Experience in supervising staff and overseeing contractors.
- Experience in the development and management of operational plans.
- Proficiency in Microsoft software, NewViews and HMWorx.
- Good knowledge of the SHRA and the Co-operative Corporations Act

A competitive salary and CHF Canada benefits package will be offered.

Application Deadline: October 31, 2009

Please submit your cover letter in writing to:
Terrace Housing Co-operative Inc.
88 Mutual Street
Toronto ON
M5B 2N3

No phone calls please. Thank you for your interest in the position but only those chosen for an interview will be contacted.