Bain Apartments Co-operative
Front Desk person/Administrative Assistant

Bain Apartments Co-operative Inc. is a 260-unit co-op in Toronto's Riverdale neighbourhood. Bain Co-op is seeking an Administrative Assistant to provide support to the Membership Committee, Community Centre Committee and the General Manager

Contract – 25 hours per week starting Monday October 5th 2009
Wages - Negotiable

Responsibilities include:

- Reception/administrative duties
- Processing and maintaining Community Centre bookings; support of Community Centre Committee
- Prepare agenda and documents as required and attend the Membership and Community Centre Committee meetings
- Process applications including credit and reference checks and co-ordinate interview schedule for applicants requesting membership
- Maintain internal and external waiting lists and respond to inquires concerning membership and waiting lists
- Prepare agenda, status reports, office reports and correspondence as required for the Membership Committee
- Support of General Manager, Residents' Council and Committees as necessary
- Maintaining petty cash including the photocopy revenue
- Liaise with Maintenance Department regarding units for move-ins, work orders and Maintenance reports
- Prepare and produce correspondence, minutes, memos, under the direction of the General Manager, evening meeting attendance may be required
- Other duties as assigned

Qualifications:

- Co-op Housing experience a **MUST**, Federal Co-op experience preferred
- Excellent interpersonal, communication and organizational abilities
- Ability to work under tight deadlines with a high degree of efficiency and accuracy
- Self starter – able to work independently
- Ability to multi-task in a complex organization
- Computer proficiency – Experience with Windows XP, MS Word, MS Excel, WordPerfect, E-mail, HM Worx
- Sourcing data from the internet and other sources
- Have demonstrated the ability to work with people with diverse backgrounds, showing respect, humour, maturity and conflict resolution skills
- Have team-building experience to foster a co-operative working environment for the Board, Staff and Committees, and to encourage member involvement

How to Apply:
Mail, email or fax resumes by <u>Friday September 25th, 2009</u>

Hiring Committee
Bain Apartments Co-operative Inc.
100 Bain Avenue, 29A Lindens
Toronto, ON M4K 1E8
Fax: 416-463-0829
office@100bain.com Please visit out website at www.100bain.com

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

NOTICE OF PERMANENT POSITION
ADMINISTRATOR

OWN Housing Co-operative is seeking to fill the full-time permanent position of Administrator of a 142-unit housing co-op in downtown Toronto.

Reporting to the co-op's Housing Manager, the Administrator's job is to administer the co-op's financial, membership and subsidy program as well as working with the Housing Manager in providing community development and support. Duties will include:

- Ensuring that the co-op fulfills its corporate and legal obligations as they relate to membership administration which include, but are not limited to the maintenance of waiting lists and unit allocation
- Implementing the co-op's financial and expenditures administration which includes but is not limited to the bank deposits, arrears management and accounts receivable and accounts payable program
- Implementing the co-op's subsidy program in accordance with the appropriate government program guidelines
- Supporting good governance by the Board and membership
- Facilitating community development in the co-op

The successful applicant will have the following qualifications:

- Minimum of five years of effective administration experience, preferably in the non-profit housing sector
- Demonstrated understanding of the Social Housing Reform Act, Co-operative Corporations Act and other legislation related to co-op housing
- Excellent communication skills, both oral and written
- Ability to interact with a diverse membership with sensitivity, integrity and impartiality
- A record of taking initiative and pursuing innovation
- Knowledge of WordPerfect, Microsoft Word and Excel, HM Worx and NewViews

Thirty-five hour work week. Some evening and weekend work is required. Excellent benefits package, salary commensurate with experience.

Please send resume and cover letter in MS Word or PDF, by 5:00 p.m. on
Monday, September 21, 2009, to:

The Hiring Committee
OWN Housing Co-operative
115 The Esplanade
Toronto ON M5E 1Y7
ownhiring@hotmail.com

OWN Housing Co-operative is an equal opportunity employer. We thank all the applicants, however, only those chosen for an interview will be contacted.

HOUSELINK
home community opportunity

Houselink Community Homes, a non-profit organization providing housing and support to people who live with serious mental illness or otherwise marginalized, is currently seeking to fill the following full-time position. Houselink owns and operates 22 properties throughout Toronto.

Internal / External Job Posting
Maintenance Worker
Full-time position

The Maintenance Worker is responsible for:

- Performing a variety of maintenance repairs and tasks in residential buildings
- Communicating with members of the maintenance department, other staff and tenants

This position requires a person who:

- Has demonstrated skill and experience in plumbing, carpentry, painting & dry-wall, electrical work and mechanical systems and is familiar with fire safety equipment;
- Has good verbal and written communication skills and the ability to interact effectively with team members and residents
- Has knowledge of life safety systems, fire code, building code, Tenant Protection Act; and Occupational Health & Safety Act
- Demonstrated organizational and administrative skills including ability to maintain records, schedule priorities, make adjustments for emergencies and see work through to completion.
- Will provide reliable, accurate and timely information so that the Maintenance Manager is kept up-to-date;
- Can on occasion, work outside regular work hours, and is available for on-call service;
- Is able to adhere to practices and procedures of Occupational Health & Safety;
- Has access to an operating vehicle.

Salary starts at $37,596 per annum, with a generous benefit package.

For more information about this position, see the complete job description at:
www.houselink.on.ca/careers

Apply in writing by September 25, 2009. Quoting File # MW224 to:
Hiring Committee, Maintenance Worker
Houselink Community Homes
805 Bloor Street West
Toronto, ON M6G 1L8

No phone calls please. Only those selected for an interview will be contacted.
Applications are encouraged from psychiatric survivors, Aboriginal people, people with disabilities, people of colour, women, gays and lesbians.

WILLIAM PUNNETT HOUSING COOPERATIVE INC.

NOW ACCEPTING APPLICATIONS FOR

2-2 BEDROOM STACKED TOWNHOUSES

SEPTEMBER 8, 2009

Location: Lakeshore Blvd W., and Kipling Ave., Area

- Bright, clean 2 bedroom townhouses, with separate dining room
- Friendly community with a family atmosphere
- Schools, shopping, banking facilities all within short walking distance
- Walking distance to the lake
- Close to Humber College
- Laundry facilities on site
- Party Room available for rent
- Bus stop close by
- $975.00 per month plus hydro
- Underground parking available for $30.00 per month

Please contact the management office at (416)-252-4643 for more details.