David B. Archer Co-operative Inc. is a 190-unit co-op in Toronto's St. Lawrence neighborhood. David B. Archer Co-op is seeking an Administrative Assistant to provide support to the Manager running the office of the Co-op

Contract –4 days week with 2 evening shifts
Wages - Negotiable

Job descriptions:

Membership administration: recruiting, screening, record keeping of new and existing membership of the co-op;

Handling daily requests and supporting services to co-op members according to the co-op policies and by-laws under the direction of the co-op manager;

General office duties like: reception, phone answering, filing of records, stationary inventory;

Assisting the bookkeeper in receiving and recording of incoming cheques;

Qualifications and requirements:

Working under pressure is expected;
Self initiation is a essential;
Knowledge of bookkeeping is preferable;
Co-op Housing experience is an advantage;
Excellent interpersonal, communication and organizational abilities;
Accuracy in retrieving, and filing of data and information pieces;
Ability to manage multi-task with productive outcome;
Proficiency in Window platform;
Knowledge of bookkeeping, New Views and HM Worx.

How to Apply:
Email or fax resumes by Wednesday September 30, 2009 to:

The Manager
David B. Archer Co-op
158, The Esplanade,
Toronto, ON,
M5A 3T2

Fax: 416-368-4847
Email: office_darchercoop@rogers.com

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

Community First Development Inc.,is a leading Property Management company offering a variety of property management services to the Co-operative and Private Non-Profit communities. Established in 1995 with a focus on building healthy & supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the GTA.

We are currently seeking resumes for 2 Senior Property Managers.

Reporting to the Executive team, these positions oversee overall operational tasks in managing assigned Properties within the Non-Profit/ Co-operative Housing environments.

Responsibilities include:

- Oversees and directs operational function of all properties within portfolio in accordance with Board direction, legislative requirements and CFDI policies/procedures. Monitors site priorities to ensure efficient and timely management of respective operational initiatives.
- Directs and actively manages staff to meet and exceed operational objectives; provides technical knowledge and training to respective Boards and staff relating to development and adherence of business plans, by-laws and legal requirements.
- Oversees capital project management between respective third parties, Property Managers and government bodies to ensure safe, to-specifications and cost effective implementation of projects.
- Monitors and assess key performance measures to ensure financial performance of portfolio is achieved. Reviews and recommends financial enhancements to meet portfolio targets.
- Provides technical resources/knowledge relating to Non Profit & Co-operative Funding Models, and Funding Agency Compliance Reviews; provides interpretation/directives to staff/clients relating to Social Housing Reform Act, Residential Tenancies Act and other legislative requirements.

Qualifications:

- University degree in Business Administration/ Commerce or equivalent work experience
- Minimum 5 -10 years Property Management experience within the Co-op/ Non-Profit housing environment
- Sound and deep knowledge of SHRA, RTA and Co-operative Corporations Act , OHSA, ESA & other related legislation
- Superior written and oral communication skills with proven presentation capabilities
- Sound knowledge of Microsoft Office environment, Yardi experience is an asset
- Strong Strategic thinking and business acumen capabilities
- Proven leadership skills in managing multiple teams
- Solid organizational and time management capabilities
- Travel requirements within the broader GTA
- Work schedule includes frequent evening work to attend board/community activities.

Please submit your resume to via mail, fax or email to:
Community First Development Inc, 2171 Avenue Rd, Suite 303,Toronto, ON M5M 4B4,
Attn: Human Resources Email: HR@cfdi.ca; Facsimile 416-932-9435
Please quote reference number **SPM09001** in all correspondence.

Rainbow Circle Co-op will be hosting an Open House on Sunday September 20th, 2009 between the hours of 9:00 am & 2:00 pm.

Currently, we have both 3 & 4 bedroom townhouse units available. They range in price from $905.00 to $1,000.00 per month depending on size and heating (gas vs electric).

Interested applicants should be prepared to fill out an application and have an interview during this time. In addition, we will have a 3 bedroom and a 4 bedroom unit available for viewing.

Refreshments will be served by Members of the Co-op who will also be happy to answer any questions you may have regarding Co-op living.

We are located at 10 Empringham Drive, Unit #147. See you there!

THURLESTONE CO-OPERATIVE INC.
22 Fishleigh Drive, Unit 3, Scarborough, ON, M1N 1G9
(416) 261-1110 (Phone) (416)261-4744 (Fax)
E-mail: thurlestonecoop@rogers.com, Website: www.thurlestonecoop.com

2 Bedroom Apartment

Where: Scarborough bluffs
2 Folcroft Avenue, Scarborough

Price: **$1059/month - Folcroft**

Includes: all utilities and full service cable TV

No subsidies available.

When: October 1st, 2009

How to Apply: Download an application at
http://thurlestonecoop.com/doc/Application09.pdf *or*
Request application by email at:
thurlestonecoop@rogers.com, *or*
Pick one up at the Co-op office during business hours – Monday to Friday between 1-4 p.m., *or*
Request one to be mailed to you.

For a Virtual tour of our Folcroft two bedrooms*, go to our website at www.thurlestonecoop.com , or at www.viewit.ca\26476*

More Details: Our 2 bedroom unit sits overtop of the Scarborough Bluffs in a five storey low-rise building. They are equipped with a fridge and stove, and one full bathroom, and balcony facing south towards lake.

Pets are welcome. Laundry facilities only 50 cents per wash/dry cycle. Storage locker also included.

THURLESTONE CO-OPERATIVE INC.
22 Fishleigh Drive, Unit 3, Scarborough, ON, M1N 1G9
(416) 261-1110 (Phone) (416)261-4744 (Fax)
E-mail: thurlestonecoop@rogers.com, Website: www.thurlestonecoop.com

3 Bedroom Apartment

Where: Scarborough bluffs
2 Folcroft Avenue, Scarborough

Price: **$1146/month - Folcroft**

Includes: all utilities and full service cable TV

No subsidies available.

When: October 1st, 2009

How to Apply: Download an application at
http://thurlestonecoop.com/doc/Application09.pdf *or*
Request application by email at:
thurlestonecoop@rogers.com, *or*
Pick one up at the Co-op office during business hours – Monday to Friday between 1-4 p.m., *or*
Request one to be mailed to you.

For a Virtual tour of our Folcroft three bedrooms*, go to our website at www.thurlestonecoop.com , or at www.viewit.ca\19204*

More Details: Our 3 bedroom unit sits overtop of the Scarborough Bluffs in a five storey low-rise building. They are equipped with a fridge and stove, and one full bathroom, and a balcony.

Pets are welcome. Laundry facilities only 50 cents per wash/dry cycle. Storage locker also included.

MAIN GERRARD HOUSING CO-OP

3 & 4 BEDRROM VACANCY

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3 Bedroom: $1,156.00

4 Bedroom: $1,494.00

Our co-op community is conveniently located near schools, parks, libraries, community centers and is minutes away from the Beaches. Monthly housing charges include all hydro and basic cable costs. To make an appointment to view available units or get more information about our application process, please contact

Ryan Hayward
Administrative Assistant
416 691 1100
mgmembership@bellnet.ca
www.maingerrardcoop.ca

Greetings all. I hope everyone had a good Summer.

First some news. At our last meeting in June, we voted to change the cumbersome name of the Downtown West Multi-Unit Solar Energy Project to Tower Power Toronto. The new name reflects our broader focus of promoting both energy conservation and renewable energy systems in large condos and co-ops.

We also decided to re-organize ourselves and change the focus of our meetings slightly to better serve the diverse needs of our group.

Finally, we also set a date for our next meeting. It will be held on Wednesday, September 16th, at 7:30pm in the Activities Room at Kensington Market Lofts at 21 Nassau Street. We have two exciting guest speakers. Rosario Marchese, the Member of Provincial Parliament for Trinity-Spadina, is seeking support for his private members bill to reform the Condominium Act. His bill would increase the protections for condo purchasers, and allow condo boards to invest some of their reserve funds in renewable energy projects.

Nick Morgan, is a principal in Morgan Solar, a start-up company that has developed innovative, low-cost solar panels that are currently being tested.
Nick will describe his company's new products, and give us an overview of what lies ahead in renewable energy systems.

To augment our bi-monthly meetings and better serve condo and co-op residents - especially those who have not attended all of our meetings, a small group are developing a Wiki webpage for Toronto Power Toronto. On this webpage, anyone will be able to obtain basic information and read summaries of the special presentations at past meetings. The purpose of this Wiki is to enable everyone to learn the "basics" without having had to have attended all of our past meetings. Our Wiki, as well as general info about Tower Power Toronto, can be found at www.ourpower.ca.\

I mention the Wiki because we need your input, to ensure its usefulness to condo and co-op residents. So look for a short survey in your "inbox" in the next few days.

I hope you can join us next Wednesday.

Cheers,

Tim Grant & David Booz, Co-chairs, Tower Power Toronto

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