Co-operative Housing Federation of Toronto Inc.

2009 Fall Education Event

Save the date!

Date: Saturday, November 28, 2009
Time: 9:30 a.m. to 4:30 p.m.
Place: Metro Hall
55 John Street, Toronto

Join us for an exciting day of workshops and discussions with co-op members from across Toronto and York Region

There will be three workshops to choose from in the morning and three workshops to choose from in the afternoon. Your registration fee will include lunch.

Watch for more information soon. Workshop descriptions and registration forms will be mailed to your co-op.

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web: www.coophousing.com

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 full-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.

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: November 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.

Cathedral Court

Co-operative Homes Corporation

85 Henry Lane Terrace, Toronto, Ontario M5A 4B8
Tel.: (416) 869 -1249 Fax: (416) 869 -1373

September 15,2009

Cathedral Court Co-op
(main intersection: Jarvis and Front)

<u>The waiting list for 2 & 3 bedroom units is now open until end of October,2009</u>
<u>No subsidy is available.</u>

Apartments

2 Bedrooms	$ 952. 00
3 Bedrooms	$1,066.00

Townhouses

2 Bedrooms	$1,022.00
3 Bedrooms	$1,155.000

Cable is included in the housing charge (rent).

Other Charges

Residents pay for their own hydro; this includes heat.	
Underground Parking	$65 per month
Membership fees	$10 per adult (on move-in)

Cathedral Court Co-op is located in the established St. Lawrence Neighbourhood, in the heart of old Toronto. The co-op is conveniently close to schools, libraries, excellent shopping and many restaurants. The subway and streetcar are within a short walking distance.

You can come to the office during office hours to pick up the application forms or send a self addressed stamped envelope to mail or you can email at 85henrylaneoffice@rogers.com