

Job Posting

Full Time Co-ordinator

Fieldstone Co-operative Homes is an 67 unit 6 storey apartment and townhouse co-op in the Cabbagetown area of Toronto near Parliament and Wellesley. We are a multicultural and LGBT positive community that singles, couples, families with children and seniors call home.

We are looking for a Co-ordinator to manage the day-to-day operation of the co-op and work closely with the Board of Directors and Committees. The Co-ordinator is expected to work 35 hours a 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
- Corporate affairs management
- General office administration
- Supervision of maintenance worker
- Community Development

Qualifications:

- minimum of 5 yrs experience managing the operations of a housing co-op.
- Excellence in financial management
- 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 Section 95 Operating Agreement and the Co-operative Corporations Act
- Experience in acting as a resource and support for the Board of Directors, committees, and for community development work.
- Excellent writing skills for minutes taking at meetings and preparation of correspondences and reports
- Committed to working in a multicultural, diverse and mixed income community

Fieldstone Co-op is committed to equity in employment and encourages people from diverse groups to apply.

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

Application Deadline: July 2, 2009

Please submit your resume with cover letter in writing by email to:

michelle@coophousing.com

or

Board of Directors

Fieldstone Co-op Homes

c/o 658 Danforth Avenue, Suite 306

Toronto, Ontario

M4K 5B9

Attention: Michelle Arscott

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