Homestarts

PART-TIME ASSISTANT COORDINATOR-SCARBOROUGH

Homestarts Incorporated is a non-profit, community based organization. Founded in 1978, we offer management, maintenance and consulting to housing co-operatives and non-profit housing groups. Currently, we provide services to 42 co-op and non-profit clients located in cities throughout southern, central and south western Ontario.

We are currently looking to fill the permanent part-time position of Assistant Coordinator of a large Housing Co-op located in Scarborough. This position is for 22.5 hours to be worked over three weekdays including one evening per week

The successful applicant will have excellent interpersonal as well as verbal and written communication skills, along with the ability to work independently by continuously re-evaluating priorities and handling stress in a very busy work environment. You must be proficient with computer software programs, including Word and Excel while experience in NewViews and HMWorx software would be an asset. A post-secondary degree or equivalent education and work experience is essential to the position, along with a facility for numbers and a high degree of accuracy in all areas of work. Work experience in an administrative capacity is mandatory, and preference will be given to those with experience in the co-operative housing sector.

The duties will include writing cheques, depositing housing charges, following up with member arrears, marketing vacant units and various other administrative tasks.

Please submit your resume and cover letter to Nicky Maloney, Manager Human Resources & Administration by email at: nmaloney@homestarts.org

WE THANK ALL APPLICANTS, HOWEVER ONLY THOSE CHOSEN FOR AN INTERVIEW WILL BE CONTACTED.