Homestarts

COMMUNITY COORDINATOR BRAMPTON HOUSING CO-OP

Homestarts Incorporated is a non-profit, community based organization. Founded in 1978, we offer management, maintenance, consulting and development services to housing co-operatives and non-profit housing groups. Currently, we provide services to more than 40 co-op and non-profit clients located in cities throughout southern, central and south western Ontario.

We are currently looking to fill the full-time position of Community Coordinator for a Co-operative Housing property located in Brampton. Applicants must have experience in and knowledge of co-op housing management including:

- Community development, governance and organization
- Follow up of member arrears
- Administration
- Marketing of vacant units
- Rent-geared-to-income subsidy

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, Excel and Power Point, while experience in NewViews and HMWorx software would be an asset.

Please contact 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.