



CO-OP COORDINATOR
TORONTO

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 39 co-op and non-profit clients located in cities throughout southern and south western Ontario.

We are currently looking to fill the position of Co-op Housing Coordinator for an apartment co-op in downtown Toronto. This position is for three to five days per week. Applicants must have experience in and knowledge of co-op housing management including:

- Administration
- Property management
- Marketing
- Financial management
- Rent-geared-to-income subsidy
- Community development, governance and organization

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.

Please contact Nicky Maloney, Manager Human Resources & Administration by email at: nmaloney@homestarts.org or by fax to: 905-858-5040

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