



Cooperative Internship – 6 month position

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 and south western Ontario.

We are currently looking to fill the position of **Cooperative Intern** who will be based at our head office in Mississauga, as well as assisting at various co-operative housing properties staffed by Homestarts. The position commences May 25, 2009, is full-time (35 hours per week) and has an hourly wage of \$12.50 + 4% vacation pay. Due to specifics of the internship, which is co-ordinated through the Ontario Cooperative Association, applicants must fit all the following criteria:

- ***between 15 and 30***
- ***out of school***
- ***college or university graduate***
- ***not on EI benefits***
- ***Canadian citizen, permanent resident, or person on whom refugee protection has been conferred***

A brief job description follows:

1. Accountability

The *Co-operative Intern* will be accountable to the Manager, Human Resources & Administration.

2. Supervision and Reporting

The *Co-operative Intern* will be supervised by and report directly to the Manager, Human Resources & Administration.

3. Duties and Responsibilities

The duties of the *Co-operative Intern* shall include:

- 3.1 administrative support work at Homestarts' head office in Mississauga;
- 3.2 temporary staff relief and administrative support work at client housing co-operatives located throughout the GTA, Halton, Peel and Hamilton/Niagara areas as required.

The responsibilities of the *Co-operative Intern* shall include: Wordprocessing, Spreadsheet preparation, sending and receiving faxes, photocopying, cerloxing proposals, telephone, reception, filing, internet research, ordering office supplies, record keeping, preparing bank deposits, preparing cheque requisitions and writing cheques, and other duties as assigned.

****PLEASE NOTE: FINAL APPROVAL OF THE PROGRAM HAS NOT YET BEEN RECEIVED****

Should the above position be of interest, please email nmaloney@homestarts.org