KEY CLERK POSITION (TEMPORARY FULL-TIME)

Forty Third Housing Co-operative is hiring a temporary full-time key clerk,
to begin in April and last for approximately 16 weeks while renovations are occurring.

The responsibilities of the position include:

(A) Opening and closing member units, storage areas and other spaces as required;
(B) Assisting members to prepare their units to ensure that necessary renovations can occur;
(C) Drafting, copy and deliver notices to members in a timely fashion.
(D) Helping to resolve problems, such as parking and storage for trades people.
(E) If necessary, participate in site-meetings
(F) Help to resolve problems that the members experience or bring forward during the renovation period.

The ideal candidate will have the following skills:

- Familiarity with Excel and Microsoft Word;
- Experience working in a co-operative or non-profit setting with people from diverse backgrounds;
- Patience and a sense of humour;
- Experience working with tradespeople;
- Able to work collaboratively and on your own;
- Conflict resolution experience

Please fax or e-mail your application, including resume and a minimum of three references, to

43rd Housing Co-operative
Fax: 416-252-5795
Email: 43rdcoop@gmail.com

Deadline: March 20, 2010