



Co-operative Housing Federation of Toronto Inc.

Memo to: All Co-ops

From: Tom Clement

Date: September 25, 2007

Subject: 2007 Virtual Garden Tour

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CHFT is proud to announce virtual garden tour of all the housing co-ops who entered this year's Green Thumb contest.

Please visit the CHFT website, [www.coophousing.com](http://www.coophousing.com), to link to the map of virtual garden tour.



## *Jarvis-George Housing Co-operative Inc.*

279 Jarvis Street, Toronto, Ontario M5B 2P2; Tel: (416) 921 - 4136 / Fax: (416) 921 - 7258

### *Administrative Assistant*

*Part Time – 20 hours per week*

*Reports to the Co-op Coordinator*

Jarvis-George Housing Co-operative is looking for a part-time administrative assistant to work in our co-operative. The co-operative is a diverse community housing 107 households and is part of a larger group of housing providers who share a playground, underground parking and moving area. We are a City of Toronto funded co-operative.

The administrative assistant with the supervision from the co-ordinator will be responsible for initial support for member inquiries, assisting the Membership Committee with processing membership applications, showing units when available, rent-geared-to-income calculations during annual reviews, preparing cheque requisitions from invoices, collecting mail, filing, answering phones, maintaining office lists, update member files, prepare and deliver material for members meetings, work with the manager to prepare for members meetings, work with the various committees to recruit members and any other duties required by the Co-ordinator.

#### Qualifications

- ability to work with volunteers and committees
- understanding financial statements, basic posting of housing charges, familiarity with NewViews.
- marketing the co-operative and unit allocation
- high degree of self- motivation
- positive attitude and a willingness to work within a multicultural, diverse, mixed income co-operative community.
- Experience working/ Living in a co-operative
- able to do R.G. I calculation

Previous experience working in the co-operative housing sector would be a definite asset.



***Jarvis-George Housing Co-operative Inc.***

279 Jarvis Street, Toronto, Ontario M5B 2P2; Tel: (416) 921 - 4136 / Fax: (416) 921 - 7258  
Send resumes to the Hiring Committee – Jarvis George Housing Co-op

Deadline for resumes                      Friday, October 5<sup>th</sup>, 2007 – 12:00 noon  
Start Date:                                      October 15<sup>th</sup>, 2007

Attention: Veronique McLean

Please send email version in Word to [jghc@rogers.com](mailto:jghc@rogers.com) or Fax to 416-921-7258.

No phone calls please!



Houselink Community Homes, a non-profit organization providing housing and support to people who live with serious mental illness, is seeking to fill this position.

## **Overnight Housing Worker** *Full-time Position*

### **Duties and Responsibilities:**

- Support and informal counselling
- Community development, group facilitation, crisis management and mediation
- Function as landlord agent and ensure safety and security of buildings and occupants

### **Qualifications and Experience:**

- Experience working with marginalized men facing mental health issues
- Work experience in the areas of housing, and/or mental health
- Relevant education in social services, community development or a related field
- Excellent written and verbal communications skills
- Commitment to anti-poverty and anti-racism work
- Experience with substance abuse issues

Starting salary is \$32,832 per annum with benefits.

**For more information about this position, see the complete job description at  
[www.houselink.on.ca/careers](http://www.houselink.on.ca/careers)**

Please send cover letter and resume by Oct 08, 2007 Quoting File # OHW222 to:  
Hiring Committee  
Houselink Community Homes  
805 Bloor Street West  
Toronto, ON M6G 1L8

**No phone calls please.** Only those selected for an interview will be contacted.

*Applications are encouraged from psychiatric survivors, Aboriginal people, people with disabilities, people of colour, gays, lesbians and women.*