Ann Marie Hill Co-operative Inc.

JOB POSTING
SUMMER STUDENT

Ann Marie Hill Housing Co-op is hiring a summer student for a 12 week period commencing June 1, 2009.

Position: administrative assistant
Hours weekly: 34 Hours
Rate of Pay: $10.00 per hour

Qualifications: Must be returning to school in Sept. 09.

Assets:

- Familiarity with computer software .
- Experience with website creation.
- Good people and problem-solving skills

Please send a resume by e-mail to annmariehill@rogers.com. (MS Word or PDF formats only)

Deadline: May 25, 2009

170 Galloway Road, Scarborough, Ontario M1E 5A5 ~ Tel: 416-281-5313 ~ Fax: 416-281-5324

Job Posting

Part Time – Administrative Assistant

Newmarket Co-operative Homes Incorporated is a co-op comprised of 98 units in Newmarket. We are accepting applications for a part time – administrative assistant.

Responsibilities will include

- Answer the maintenance/housing phones when staff is unavailable;
- Input work orders and annual inspections on the computer;
- Type up tenders;
- Call for tenders or quotes when needed;
- Photo copy work orders and manage member files;
- General office duties for both housing and maintenance offices.

Qualifications:

- High degree of self motivation;
- Ability to work with volunteers and committees;
- Positive attitude and a willingness to work within a diverse, multicultural, mixed income co-operative community;
- Computer skills are essential.

Previous experience working in the co-operative housing sector is an asset

Salary: negotiable

Hours per week: 24 hours

Application deadline: June 5, 2009

Submit your resume to:

Personnel Committee
65 Emerson Way
Newmarket, Ontario L3Y 7M7

Fax (905-853-4633) E Mail: newmarketcoop@rogers.com

We would like to thank all who apply but only those invited for an interview will be contacted. No calls please

Free Energy Savings!

The Social Housing Services Corporation is taking registrations for the 2009 Light Up Program. This program offers free (up to 5) compact fluorescent light bulbs for each household in your housing co-op.

The program also offers free energy management training for housing staff. Don't miss your opportunity to save money and get free training.

The information and form is available at http://www.globeservices.ca/.

The deadline for registration is **May 31st**, so make sure you take advantage of this program and register now.

HOUSELINK
home community opportunity

Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening:

Manager of Property Services
Full-time, permanent Position

General Responsibilities

- The Manager has responsibility for a portfolio of three hundred & thirty units at twenty–two properties. The Manager reports to the Director of Property Services and is responsible for: overseeing the day-to-day maintenance operations; ensuring work orders meet the required standards and guidelines; developing systems and policies for maintenance and operations issues; and scheduling and supervising of six staff.
- Values must be consistent with and align with Houselink's mission and purpose including anti-oppression and recovery.

Skills, Knowledge and Education Required

- 10-15 years of combined work experience and formal education in building and maintenance management
- Working knowledge of relevant legislations, regulations such as Occupational Health & Safety, Fire Code, Building Code, Housing policies etc.
- Comprehensive understanding and working knowledge of building life cycle management and project management
- Experience in: building operations, maintenance, and contract management
- Experience in supervising, directing and evaluating staff
- Strong team building and leadership capabilities
- Strong interpersonal and communication skills with a proven ability to communicate effectively, both verbally and in writing,
- Strong integrity, analytical thinker, highly organized with attention to detail
- Strong decision-making capability and problem solving skills
- Working knowledge of financial planning and forecasting principles would be an asset
- Ability to read architectural drawings and specifications would be an asset
- Experience in residential social housing an asset
- Computer literate in a Windows environment and experience in managing maintenance databases, specifically Access and Mainboss would be an asset

Salary starts at $61,000 per annum, plus benefits

For more information about this position, see the complete job description at:
www.houselink.on.ca/careers

Please send cover letter and resume by May 29, 2009 Quoting File # **MPS222** to:
Human Resources Manager
Houselink Community Homes
805 Bloor Street West
Toronto, ON M6G 1L8

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

SPRUCE COURT CO-OPERATIVE, INC.

E-mail: sprucect@rogers.com

May 15th 2009

Open House For Two Bedroom Units Only, Saturday May 30th, 1 p.m. to 3 p.m.

We have set-up an **Open House for Saturday May 30th from 1 p.m. to 3 p.m., with a sample unit for viewing, namely #8 at 78½ Spruce Street. Persons interested in applying to two bedroom units in our Co-op please attend.** This address is also referred to on site as simply 'Spruce Court', and is a courtyard north off Spruce Street between 78 & 80 Spruce Street addresses. You can come any time between 1 p.m. and 3 p.m. Spruce Street runs east off Parliament Street between Carlton Street & Gerrard Street East. If you are coming by transit, take the Yonge subway to College station and take the College Street car #506 east on Carlton & Gerrard Streets (you will need a TTC transfer) to Sumach St., and walk one block north on Sumach Street to Spruce Street. The courtyard is to your left about half a block along Spruce Street. .

Please attend or invite persons you think would be interested in applying. The OPEN HOUSE is the entry point for applying to the Co-op. The list will remain open after the Open House and all persons who subsequently declare interest will be invited to the next Open House. After the May 30th Open House anyone interested should email the Co-op, (see address on top). If they don't have email then please call the office at 416-923-3696.

Please note concerning the two bedroom units: No Subsidies Available;
Occupancy standards: minimum two persons, maximum two adults and three persons. (Just two adults are welcome to apply, however the Co-op does have a minimum quota requirement for families with children in two bedrooms. Adult applicants would be passed over if the quota is not met.)
Effective July 1st the charges for two bedrooms will range between $887 and $1,073.

The External Waiting List for one bedroom units remains open and the procedure is same as interest in the two bedroom units, please email the Co-op.

ywcatoronto.org

YWCA JUMP

A place where you can be anything, be everything, be you!

COMPUTER TRAINING

3090 Kingston Road (at McCowan), Suite 205

Saturday May 23rd, 2009 **10:00 am — 4:00 pm**

Do you want to improve your Computer Skills for school and the workplace?

- **Learn the basics in Microsoft Word & Excel**
- **Learn professional formatting of your reports & create worksheets to help you budget**
- **Find out how to conduct an electronic job search and how to best utilize the internet for you future success!**
- **Learn valuable skills that you can take with you throughout your career**

YWCA JUMP is an exciting new program for young women 13 to 24 who are permanent residents or convention refugees.

YWCA TORONTO'S NEW PROGRAM

GIRLS ONLY SPACE

JOIN US FOR EVENTS AND FIELD TRIPS

PLAN YOUR FUTURE

To register or for more information about all YWCA JUMP programs and events:

416.266.0303 | adsouza@ywcatoronto.org

Scarborough | 3090 Kingston Road (at McCowan), Suite 205

YWCA TORONTO | A TURNING POINT FOR WOMEN | United Way | Funded by Citizenship and Immigration Canada | Citoyenneté et Immigration Canada

May 2009

Call today to register!
416.266.0303

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5 Girls Drop In 4 - 6pm	6	7 Conversation Circle 4—6pm	8	9
10	11	12 Girls Drop In 4 - 6pm	13	14 Conversation Circle 4—6pm	15	16
17	18 Victoria Day—Office Closed	19 Girls Drop In 4 - 6pm	20	21 Conversation Circle 4—6pm	22	23 Computer Training; The Basics 10am—4pm
24	25	26 Girls Drop In 4 - 6pm	27	28 Conversation Circle 4—6pm	29	30 FAMILY DAY 11am-3pm

YWCA JUMP SCARBOROUGH

YWCA JUMP PROGRAM

This program is designed for girls and young women who have moved to Canada and want to learn about education & employment options and their community.

3090 Kingston Rd.
Suite 205
Scarborough, ON
M1M 1P2
416-266-0303

Program Requirements;

- **13- 24 years of age**
- **Female**
- **Permanent resident or Convention Refugee**

Schedule of Events

- Have questions about your job search? Trying to figure out options around school, housing, or next steps? Come to **Girls Drop in** on Tuesdays and have your questions answered!
- Want to practice your English in a safe comfortable women only space?! Join us and other women every Thursday 4-6pm for our **Conversation Circle**.
- Get the basics on MAY 23rd!!! This special **Computer Training** has been designed for those who are unfamiliar with Microsoft Word, Excel and using the Internet.
- **FAMILY DAY**—Join us on MAY 30th for a day of fun, activities, great company and food! Bring the whole family for a day at JUMP.

Call today to register for these great programs!!

Didn't see an event you are able to attend? Drop by or call anytime between 9-4:30 Monday—Friday to get one on one support or to use the resource room.

YWCA TORONTO | A TURNING POINT FOR WOMEN | United Way | Funded by Citizenship and Immigration Canada | Citoyenneté et Immigration Canada