Birchcliff Co-operative Homes Inc.
1-1691 Kingston Road
Scarborough, Ont.
M1N-1S6

Birchcliff Co-operative Homes is a vibrant 24 unit, Section 95 Coop located in Southwest Scarborough. Currently, the Board of Directors is seeking an energetic and creative individual for a position of **Manager** who will be responsible for the overall day-to-day operations of the Coop under the supervision of the Board of Directors. This is a part-time position **for 28 hours per month** and some evening or weekend work is required**.**

Responsibilities:

- Administration of the Coops legal, financial and reporting obligations
- Liaise with the Agency for Cooperative Housing and Canada Mortgage and Housing Corporation
- Oversee the financial management of co-operative finances including monthly bank deposits and cheque distribution
- Conduct annual income verification and Rent Geared to Income (subsidy) calculations
- Prepare budgets, reports and attend Board of Director and members meetings
- Participation in various Coop committees and community development
- Oversee the day-to-day maintenance and repair needs of the portfolio including supervision of outside contractors
- Maintain and further develop an overall property maintenance replacement reserve plan
- Maintain safety and health requirement standards
- Perform administrative tasks as required
- Other duties as assigned

Qualifications:

- Minimum of 5 years of verifiable Property Management experience in the Cooperative Housing Sector
- Working knowledge of Section 95 (formerly 56.1) program agreement and relevant legislation/laws and rent geared to income program administration
- Financial experience including, but not limited to budgeting, audit process, forecasting, arrears management and day to day operations of a co-operative
- Working knowledge of New Views, HM Worx, Word and Excel programs
- Excellent interpersonal, organizational, writing and communicational skills
- Effective problem solving strategies with a conflict and resolution style
- Able to work effectively within a cooperative management and optimal governance structure
- Experience working with people of diverse cultures and backgrounds in a community based setting
- Ability to work cooperatively in a team setting or independently

Remuneration: Commensurate with experience and includes a six month probationary period.

Please forward a resume and cover letter no later than June 14th, 2009

Attention: Board of Directors
Birchcliff Co-operative Homes Inc.
1-1691 Kingston Rd., Scarborough, Ont. M1N-1S6

Applications can be mailed or e-mailed to birchcliffco-op@hotmail.com

TELEPHONE CALLS WILL NOT BE ACCEPTED

Birchcliff Cooperative Homes is an equal opportunity employer and we encourage applicants from equity-seeking groups. We thank all applicants for their interest in Birchcliff Cooperative Homes Inc., however only those applicants being considered for interviews will be contacted.

Job Posting
CHORD Housing Co-operative

On-Site Property Manager

Position Type: Full time (35 hours)
Job Region: Toronto, Ontario **Application Deadline:** June 28, 2009

CHORD Housing Co-operative Inc. (136 units) is designed to foster a community spirit based on neighbourly respect and helpfulness with people of various ages, backgrounds and abilities, all making commitments to one another. What makes CHORD different from other co-ops is the commitment to support the full participation of members with disabilities through its philosophy of **Intentional Community.**

The co-op is looking for a full-time On-Site Manager to oversee and manage the day-to day operation of the co-op, under the direction of the Board of Directors. The administrative staff structure is full-time manager, administrative assistant (32 hours) and a bookkeeper.

Responsibilities:

- Performs all duties normal or necessary for an On-Site Property Manager of a non-profit housing co-operative.
- Reports directly to the Board of Directors, and carries out its decisions in managing the co-op.
- Reports regularly to the Board on whether the financial controls are working.
- Makes sure the Co-op's books of account are maintained up-to-date, and submits monthly financial statements to the Board.
- Collects monthly housing payments, reporting on arrears at every Board meeting and advising the Board on actions to be taken, if necessary.
- Liaises with co-op lawyers and represents the Co-op, as directed by the Board, in legal proceedings including evictions, small claims and others, and files required reports and notices with government agencies.
- Prepares, attends and follows up meetings with the Board of Directors, members and various work committees.
- Produces and circulates reports, minutes, agendas and other documents to Board members and members of the co-op at large.
- Sets up a system for administering by-laws, and sees that the corporate records are kept up to date.
- Hires and supervises other staff.
- Performs other duties as required.

Qualifications:

- Minimum three years of experience working in housing co-operative management and administration.
- Experience in report writing and in dealing with government and corporate institutions.
- Strong problem solving abilities, complemented with superior communication,

interpersonal and organizational skills.

- Experience in acting as a resource and support for a board of directors, committees and community development staff.
- Positive attitude and able to work independently, with patience, tact and sensitive to deal with issues of a culturally and ethnically diverse membership.
- Proficiency in Microsoft programs, spreadsheets, database and in the use of specialized accounting and bookkeeping software.
- Knowledge of the Social Housing Reform Act and RGI administration under the SHRA
- Experience in hiring and supervising staff.
- Bondable. This position is subject to a successful criminal reference check.

While we appreciate all responses, only candidates under consideration will be contacted.

Apply only via e-mail at:

Hiring Committee
Board of Directors
CHORD Housing Co-operative Inc.

chordboard@yahoo.ca

No phone calls please.

WINDMILL LINE HOUSING CO-OPERATIVE

SUMMER STUDENT POSITION
RECYCLING CHAMPION

Windmill Line Co-op is located in the St. Lawrence market neighbourhood of downtown Toronto. We are currently hiring a Recycling Champion, which is a summer student position.

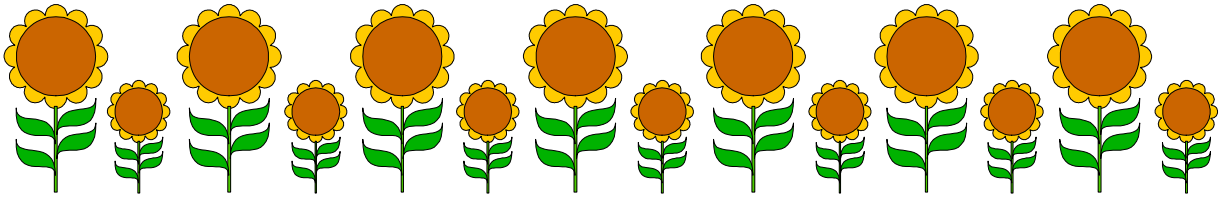
Duties include:
Design and implement an educational and motivational program for residents of our apartment building.
Purpose: To reduce the amount of garbage created by the residents, by increasing participation in recycling and organics programs provided by the City of Toronto.
To foster awareness of energy usage and promote behaviours that will reduce environmental impact.
Method: Newsletters, bulletin board displays, information tables, informal and formal meetings, one-on-one interactions, videos/youtube, use of the co-op's website, email blasts, prizes and incentives, etc.

Job requirements:
- energetic and self-motivated, well-organized and punctual
- familiarity with Microsoft Word, and general computer skills
- willingness to work with people with diverse backgrounds and abilities
- ability to work in a collaborative team environment
- commitment to waste reduction and environmental responsibility
- desire to learn new skills

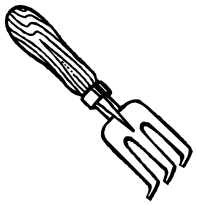
Conditions of work:
Start date: July 6
End date: August 28
Hours: 30 hours per week, some evening work.
Rate of pay: $12 per hour
Eligibility: Be between 15 to 30 years of age at the start of the employment. Have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year. Be Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act. Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

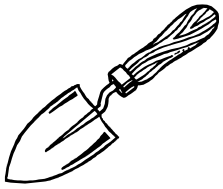
Please submit your resume by email to hiring.windmill@live.com, or by fax to 416-366-9284. Only applicants who are short listed will receive a response.

Deadline for applications: Wednesday June 10 at 9 a.m.



Green Thumb Awards 2009





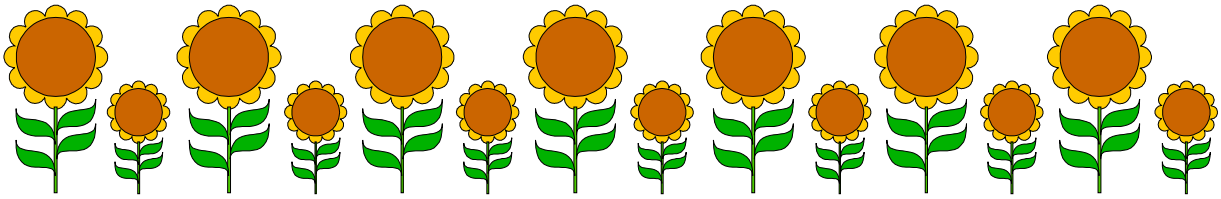
CHFT will present the Green Thumb Awards at the Co-operative Housing Awards night this fall. The Green Thumb Awards recognize outstanding gardens in co-op common areas. Gardens make our co-ops beautiful and bring joy to co-op members and their neighbours. Sometimes, these gardens even provide fruit, vegetables and herbs for members.

This is how your co-op can enter the garden contest. First, let us know if your co-op is interested in participating by filling out the application and sending it back by **June 5, 2009**. Then send us photos of your co-op garden or gardens on a CD. The photos must be in jpg format. Please make sure the photos have been copied onto the CD before you send it in.

Please write on your CD which garden award category you are entering. The deadline for photo CDs is **July 27, 2009**. Co-ops whose gardens are chosen as finalists will be visited by the gardening judge later in the summer.

The **Green Thumb Awards** will recognize the following gardens —

Gardens of Distinction	Best New Entry
Best Rooftop Garden	Best Vegetable Garden
Combined Garden	Best Outdoor Garden



Green Thumb Awards 2008
Nomination Form

Please return this application form ***by June 5, 2009*** *to*
Maria La Vida, Co-operative Housing Federation of Toronto
658 Danforth Avenue, Suite 306
Toronto, Ontario M4J 5B9
Fax: 416 465-8337

Co-op name _____

address _____

major intersection _____

Contact person _____

address _____

phone _____

Describe your co-op=s common area garden

Type (flower, vegetable, natural?)

_____

Location (outdoor, rooftop, courtyard?)

_____

A CD with pictures of your garden or gardens must be sent to CHFT by **July 27, 2009.**

Co-operative Housing Federation of Toronto Inc.

Think Young!

CHFT celebrates its 35 anniversary this year. One of the ways that we are marking this significant anniversary is to focus our attention on the young people in our co-ops.

Over the past 5 years the CHFT Diversity Scholarship Program has highlighted the hard working, creative and dedicated young adults who live in our member co-ops. Several of the recipients serve on the boards of their
co-ops.

We are asking our members to join us in the anniversary celebration and elect young members to their boards of directors. We are viewing "young" as anyone under 35 years old.

We need a new generation of co-op leadership. Let us know how your co-op is developing that leadership by sending an email to info@coophousing.com.

CHFT will produce a list of co-ops with directors under 35. These co-ops will receive a special mention at our Annual General Meeting in May and further recognition at the Co-operative Housing Award Night in the fall.

658 Danforth Avenue, Suite 306, Toronto, Ontario M4J 5B9
Telephone: (416) 465-8688 Fax: (416) 465-8337 E-mail: info@coophousing.com
Web site: www.coophousing.com

Cabbagetown Co-ops!

INTERESTED IN HAVING YOUR CO-OP REPRESENTED IN THE CABBAGETOWN FESTIVAL PARADE?

Interested in Forming a Coalition of Cabbagetown Co-ops or Celebrating in Individual Style?

Walk the parade route with your decorated bikes, funky floats, co-op banners, information pamphlets, buttons and your creative selves!

Saturday September 12, 9:30 am ~ 12:00 pm

Cabbagetown Festival • September 12 and 13, 2009

Show Your Cooperator's Spirit and Enthusiasm!
Increase Awareness About Cooperative Living!
Have a Great Time!

Call Latoya at The Old Cabbagetown BIA
or
Catherine Tammaro at Three Streets Co-op
for assistance and information

BIA 416.921.0857
Catherine 416.922.0031

The Agency for Co-operative Housing
L'Agence des coopératives d'habitation

THE AGENCY FOR CO-OPERATIVE HOUSING

With its head office in Ottawa, the Agency for Co-operative Housing administers the operating agreements between Canada Mortgage and Housing Corporation (CMHC) and more than 500 housing co-operatives. We have regional offices in Calgary, Vancouver and Toronto.

Relationship Manager – Full Time
Ontario / PEI Regional Service Centre, Toronto

Reporting to the Team Leader, the Relationship Manager monitors the compliance of co-op housing clients with their operating agreements, while developing a productive working relationship with each one. He/she reviews the risk rating assigned to co-ops and helps them to improve their results. When requested, he/she implements approved intervention protocols and monitors compliance with workout conditions. The relationship manager is a self-starter who works well both individually and with a team.

The successful candidate has

- significant experience in managing housing co-ops or property management
- excellent analytical and financial skills
- a talent for working well with people of all kinds
- excellent oral and written communication skills, including plain-language writing
- a university degree or equivalent experience.

He/she is able to juggle many priorities.

He/she communicates effectively in English. Ability to read and speak French and a thorough working knowledge of federal programs and legislation affecting housing co-operatives are assets.

If interested, please send your resume to Sylvie Moreau at sylvie.moreau@agency.coop
We will contact only those candidates whom we wish to interview. Interviews are scheduled for June 17 2009.

www.agency.coop

Job Posting
Administrative Assistant/Assistant Manager
Peregrine Co-operative Homes Inc.

Peregrine Co-operative Homes is a 174 unit co-operative housing project located in downtown Toronto. The co-op is operated under the Social Housing Reform Act and local rules set out by the City of Toronto.

Responsibilities include:

_ Deputizing generally for the Manager in case of absence or vacation
_ General secretarial and other support to the Manager and Maintenance Staff
_ Preparing and dealing with correspondence, and handling mail
_ General reception work and assistance to Co-op Members
_ Working and communicating with the Board of Directors
_ Assisting the Manager with Rent Geared to Income administration
_ Information Management on HMWORX
_ Supporting the Bookkeeper when required
_ Assisting the Manager in maintaining membership waiting lists
_ Processing Membership Applications
_ Acting as a resource for Committees
_ Dealing with member move-ins and move-outs, filling vacancies
_ Administering and maintaining Parking System and records
_ Filing and general office work
_ Handling Bank deposits
_ Petty Cash Management

Computer skills required: MS Office, HMWORX, NewViews, Excel, and Internet

Other skills and job requirements: Strong communication skills, both written and verbal, Demonstrated ability to work independently and with minimal supervision, Strong interpersonal skills including proven ability to work with volunteers and committees in a diverse community.

Terms: 35 hours per week including some evening hours. Rate of pay will be commensurate with experience and qualifications. Comprehensive benefits package is offered. Final job title and duties will be tailored to the successful applicant.

Deadline: Monday June 15, 2009 **Anticipated Start Date:** July, 2009

Please send your resume with a cover letter by mail to:

Peregrine Hiring Committee, Attention: President
Peregrine Co-operative Homes Inc.
18 Grenville St. Toronto, On. M4Y 3B3 **(REQUIRED)**

In addition, copies can be sent by email to: peregrinehiring@gmail.com **(OPTIONAL)**

Only those selected for interview will be contacted.