



Co-operative Housing Federation of Toronto Inc.

All These Co-ops **Think Young!**

CHFT celebrates its 35th anniversary this year. We have asked our members to join us in this our anniversary year and elect young members to their boards of directors. We are viewing “young” as anyone under 35 years old.

Here’s a list of member co-ops who **Think Young!**

Arcadia	Grace MacInnis
Atahualpa	Harry Sherman Crowe
Ann Marie Hill	Heath Street
Atkinson	Kimroy Grove
Black Creek	Maurice Coulter
Bellamy	Mimico
Bleecker	Neill-Wycik
Broadview	Oak Street
Campus	Perth
Cardiff	Ramers Wood
Cawthra	Swansea Village
Charles Hastings	Tamil
Dufferin Grove	Thurlestone
Eamon Park	Toronto Women’s
Ernescliffe	Ujamaa
Fieldstone	Windmill Line
Forward 9	Windward
	Woodsworth



Co-operative Housing Federation of Toronto Inc.

These co-ops will receive recognition at the Co-operative Housing Award Night in the fall.

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.



THURLESTONE CO-OPERATIVE INC.

22 Fishleigh Drive, Unit 3, Scarborough, ON, M1N 1G9

E-mail: thurlestonecoop@rogers.com

****Please Post****

Hiring Summer Student

Summer Employment Position - Administrative Assistant/Filing Clerk

We are looking for a summer student to work as an Administrative Assistant/Filing Clerk for 6 weeks starting Monday, June 22nd, 2009 or sooner.

Salary: \$11.50/hour

Hours: 30 hours/week
(Excluding week of July 27th, 2009)

Duties:

- Assisting Co-ordinator with day-to-day administrative tasks including answering the phones and responding to member inquiries
- High-volume of sorting and filing of documents
- Photocopying and delivering correspondence to members
- Typing of office correspondence
- Membership administration including responding to housing inquiries, processing applications
- Sorting incoming deliveries and mail
- Other administrative duties as required and as assigned by the Co-ordinator

Qualifications:

- Applicants must be full-time students between 15 and 30 years of age in either High School or College/University, and are returning to school this Fall 2009.
- Ability to work independently, as well as with direction.
- Must have administrative abilities including filing, telephone and professional/office communication skills, as well as, computer skills including knowledge of WORD
- Must be organized, a self-starter, reliable, and possess an ability to complete assigned tasks with efficiency.

Please fax or email resume to:

FAX: (416) 261-4744 or EMAIL:

thurlestonecoop@rogers.com

Application Deadline: Friday, June 12th, 2009

Only those applicants receiving an interview will be contacted. However, we do appreciate and wish to express our thanks for all resumes submitted.

This position is partially funded by Human Resources and Development Canada under the Summer Career Placement Program – 2009.



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 for individuals interested in joining our progressive workplace:

Job Posting
Support Supervisor
Full-Time, Permanent

The Support Supervisor is responsible for the delivery of support and program services within the Supportive Housing program. This includes: providing leadership to a team; liaising with community agencies, hospitals, landlords and other project partners; supervising and scheduling front-line staff; ensuring residents are receiving the appropriate services from a variety of sources both within and outside the agency; and related administrative tasks. You will be required to work flexible hours.

Skills, Knowledge and Experience Required

- Demonstrated leadership and supervision skills.
- Experience & knowledge of the mental health, homelessness, housing, poverty and relevant community resources
- Experience in program development and coordination
- Degree or Diploma and/or experience in related field
- Demonstrated written and verbal communication
- Strong administrative, time management and organizational skills
- Good interpersonal and team skills
- Problem identification (practical, individual and interpersonal) and related problem solving skills
- Experience in community development and networking
- Ability to liaise effectively and develop collaborative relationships
- Experience in record keeping and file management
- Experience in practical assistance, basic life skills counselling, supportive counselling, crisis intervention, advocacy, and group work, including mediation and conflict resolution
- Awareness of building maintenance and life safety systems
- Commitment to anti-oppression and working in a recovery framework
- Basic computer skills. Knowledge of the CDS, and Pirouette an asset.
- Current certification in CPR and First Aid an asset

Starting Salary is step one \$50,623.00 per annum with a benefit package

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

Apply in writing by June 18, 2009, **Quoting File # SS224** 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, women, and people from the lgbt community.

Property Manager/Co-Op Manager

Community First Development Inc., is a leading Property Management company offering a variety of property management services to the Co-operative and Private Non-Profit communities. Established in 1995 with a focus on building healthy & supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the GTA. We are currently seeking resumes for Part-time and Full-time Property Managers/Co-Op Managers to work from a variety of locations across the GTA.

Reporting to the respective Senior Property Manager, these positions oversee and administer operational tasks in managing assigned Properties within the Non-Profit/ Co-operative Housing environments.

Responsibilities:

- Maintains overall financial accountability and day-to-day administration, maintenance and financial viability of Properties assigned.
- Ensures facility is properly maintained in accordance with contractual requirements, CFDI and local building standards by conducting regular building inspections, managing maintenance staff and property capital projects.
- Manages activities of all staff, provides appropriate training and direction to ensure the efficiency of the operations.
- Provides technical knowledge, support and makes recommendations to Board representatives, CFDI management to ensure compliance to various legislative standards and ensures good governance is maintained by all respective parties.

Qualifications:

- Minimum 2 yr College diploma with Business Administration/ Building Maintenance focus or equivalent work experience
- Minimum 5 years Property Management experience preferably in the Co-op/ Non-Profit housing environment
- Sound knowledge of SHRA, RTA and Co-operative Corporations Act (as applicable) related regulations is an asset
- Superior written and oral communication skills
- Sound knowledge of Microsoft Office environment, Yardi experience is an asset
- Ability to prioritize tasks while meeting deadlines
- Solid organizational skills with attention to detail
- Flexibility to work Monday to Friday with some evening hours required

Please submit your resume to via mail, fax or email to:

Community First Development Inc, 2171 Avenue Rd, Suite 303, Toronto, ON M5M 4B4
Attn: Human Resources Email: HR@cfdi.ca; Facsimile 416-932-9435

PETER SECOR HOUSING CO-OPERATIVE INC.

380 Milner Ave. Unit 18(rear)
Scarborough, Ontario M1B 1Z9

INVITATION TO PETER SECOR CO-OP INFORMATION NIGHT

DATE JUNE 16, 2009

TIME 7:15 P.M.

WHERE 42 DIVISION (COMMUNITY MEETING ROOM)
242 MILNER AVENUE, SCARBOROUGH, ONTARIO

WAITING LIST FOR 3 AND 4 BEDROOM UNITS

NO SUBSIDY AVAILABLE

COME OUT AND LEARN MORE ABOUT OUR CO-OP

NO PHONE CALLS PLEASE

Jenny Green Co-operative Homes Inc
300 George Street, Toronto, ON M5A 2N3
416-923-1691
jengreencoop@rogers.com

Jenny Green C-op is located near Dundas Street East and Jarvis Street and is close to the TTC, the Eaton Centre, parks, hospitals and schools. The co-op comprises one bedroom, two-bedroom and three-bedroom units, as well as two and three bedroom townhouses. Townhouses are located on the ground floor of the building and each has a small front garden. Apartments are located on the second and third floors and each has a balcony. The co-op is one of four buildings surrounding and sharing a central courtyard and play area.

Utilities are included. Cable and parking are extra. No subsidy is available.

Vacancy July 1, 2009

2 – bedroom Townhouse \$1,078.00 monthly

If you are interested in this townhouse please contact the office immediately.