Birch Cliff

CO-OPERATIVE HOMES INC.

1 1691 Kingston Road
Scarborough, Ontario M1N 1S6
Tel: 647-347-0947

WAIT LIST OPEN FOR 2 AND 3 BEDROOM UNITS!!!

Looking for a quiet family setting? Do you enjoy volunteering? Do you have skills you can bring to a co-op? If so – then Birch Cliff Co-op is the place for you!

Our Co-op is a well maintained building with 24 units located in southwest Scarborough, nestled in the Birch Cliff community.

We have currently opened our waitlist for 2 and 3 bedroom units.

Here are some great features:

- Public transit is close by
- Schools (elementary/high school), Community Centre, Library and Parks are all within walking distance
- Laundry facilities on-site @ $1.00 for wash / $1.00 for dry
- Shopping is a short bus ride
- Pets allowed
- Underground parking available for $30.00 per month
- Democratic Co-op – Membership equals voting power

Current housing charges are $970.00 for a 2 bedroom - $1,064 for a 3 bedroom. Hydro and Cable are included in your housing charge.

Please note – currently there are NO SUBSIDIES available.

Office hours are Tuesday and Thursdays 9:30am – 1:30pm. Call to leave a message – or e-mail birchcliffco-op@hotmail.com to request an application.

EMPLOYMENT OPPORTUNITY

Administrative Assistant
Permanent Position

The Co-operative Housing Association of Eastern Ontario (CHASEO) is seeking a self-motivated, well organized individual for a permanent part-time position as an administrative assistant.

CHASEO represents its member co-ops in Eastern Ontario and provides a range of services to housing co-op members.

This position has capacity for flexible hours. CHASEO does consider job-sharing opportunities where possible.

Qualifications: The successful candidate will have:

- natural organizational skills and positive approach to work
- excellent oral and written communication skills (English and French are a must)
- strong computer skills (word processing, spreadsheet, database, website administration)
- general knowledge of office systems
- co-op housing experience is an asset

Duties: The Administrative Assistant will provide secretarial and administrative support and work closely with the Manager. Responsibilities include:

- responding to various phone calls, emails and faxes from co-op members
- performing office duties such as word processing, data entry, faxing, photocopying, filing, proofreading
- preparing and conducting mail-outs on a regular basis
- updating Website
- maintaining database and preparing reports
- assisting in logistical arrangements for events
- collecting and compiling information for various reports\surveys

Hours: 31 hours per week, with occasional evening and weekend work

Salary: Commensurate with experience. Excellent benefits package.

Apply to:
Managing Director, CHASEO
311-225 Metcalfe St., Ottawa, K2P 1P9
Fax: 613-230-2231
E-mail: ksexsmith@chaseo.org

(Send your resumé, covering letter and 3 work and/or volunteer references)

Deadline: **4:00 PM, Friday, December 18, 2009**

PROPERTY MANAGER

St. Clare's is a non-profit affordable housing provider. Our tenants are referred to our buildings through various agencies in the City of Toronto. Support for our tenants is provided by the referring agency. Property management is done in collaboration with the tenant support function. We are looking for a Property Manager.

St. Clare's is a growing organization. It currently has 175units of housing and is in the process of adding 250 more.

The Property Manager is responsible for the management of the building, including:

- Rent and Arrears Collection, using eviction prevention strategies
- RGI administration
- Overseeing Maintenance and Security Staff
- Where appropriate, work in cooperation with the tenant support staff and agencies
- Making monthly reports to the Operations Manager
- Work will include routine office organization tasks (filing, returning phone calls), but also setting up of new systems
- Accounts payable

Qualifications:

- Property management experience in a multi-residential building
- The successful candidate will enjoy working with various populations that face housing challenges, must have good judgment, a steady manner, a sense of humour and a social justice perspective.
- Understanding of The Residential Tenancies Act is an asset
- Experience representing the landlord at the Landlord Tenant Board is an asset
- Interest in managing budgets is an asset.

Although the responsibilities of the job are primarily related to office and property management, the work requires a lot of interaction with a wide variety of people who have a wide variety of challenges. *this position is best suited for a person with a genuine and demonstrable interest in the development and delivery of affordable housing, and an interest in finding solutions to housing people without homes.*

Hours: 24 per week, with flexibility in when hours are worked.

Pay Range: $22-$24/hour

Contact Information:

Andrea Adams
Operations Manager
Fax: 416-323-0164
Mailing Address: 138 Pears Avenue
Box 101
Toronto M5R 3K6

Deadline: Dec. 21, 2009