THURLESTONE CO-OPERATIVE INC.
22 Fishleigh Drive, Unit 3, Scarborough, ON, M1N 1G9
(416) 261-1110 (Phone) (416)261-4744 (Fax)
E-mail: thurlestonecoop@rogers.com, Website: www.thurlestonecoop.com

2 Bedroom Apartment

Where: Scarborough Bluffs area
on Fishleigh Drive, Scarborough

Price: **$818/month**

Includes: all utilities and full service cable TV
No Subsidies Available

When: January 1st, 2010

How to Apply:

Download an application at
http://thurlestonecoop.com/doc/Application09.pdf *or*

Request application by email at: thurlestonecoop@rogers.com
or

Pick one up at Co-op office during business hours
Monday to Friday between 1-4 p.m. *or*

Request one to be mailed to you.

For a Virtual tour of our Folcroft two bedrooms*, go to our website at www.thurlestonecoop.com , or at www.viewit.ca/70991*

More Details: Newly Renovated/Freshly Painted 2 bedroom units sit overtop of the Scarborough Bluffs in low-rise building. Equipped with fridge, stove, and one full bathroom. Viewing appointments available starting December 21st, 2009. If interested submit applications immediately as handled on first come first served basis.

Pets are welcome. Laundry facilities only 50 cents per wash/dry cycle. Storage locker also included.

December 16, 2009

Bain Apartments Co-operative Inc.
Maintenance Assistant

Bain Apartments Co-operative Inc. is a 260 unit housing Co-op in Toronto's Riverdale neighbourhood.
Bain Co-op is seeking a Maintenance Assistant to provide support to the Maintenance Co-ordinator.
12 months Contract – 35 hours per week starting Monday, February 01st 2010
Wages - $15.00 per hour plus benefits

Hours: 35 hours per week
8:30 am to 4:00 pm, Monday to Friday

Duties include but are not limited to:

- Identify and confirm infestations within a residential unit, i.e. bed bug infestation, roach, mouse;
- Conduct block inspections of adjoining units and identify pest migration (travel);
- Respond in a timely and efficient manner to members' complaints and concerns;
- Assist members with unit preparation for pesticide application (including moving and removing furniture, removing clutter, steam treating, etc.);
- Conduct education and outreach to members on the issue of pest control;
- Source supplies necessary to the implementation of pest control measures;
- Keep accurate and detailed records;
- Snow removal;
- Complete minor work orders and repairs.

Qualifications:

- Excellent verbal communication and interpersonal skills, and awareness of customer service best practices;
- Physically fit and able to safely lift over 25 lbs;
- Must be bondable;
- Must be able to complete assigned duties with minimal supervision in a timely, safe and detailed manner;
- Sensitivity to issues of cultural, linguistic, and economic diversity.
- Must be willing to adopt new procedures as required.

HOW TO APPLY:
Mail, email or fax resume no later than Wednesday, January 06th 2010

Hiring Committee
Bain Apartments Co-operative Inc.
100 Bain Avenue, 29A The Lindens
Toronto, ON M4K 1E8
Fax 416-463-0829
office@100bain.com. Please visit our website at www.100bain.com

No phone calls please, only those selected for an interview will be contacted. The Bain Apartments Co-operative would like to thank all applicants for your interest in responding to this ad.

Co-operative Housing Federation of Canada
Fédération de l'habitation coopérative du Canada

Ontario Region / Région de l'Ontario
313-720 av Spadina Avenue, Toronto Ontario M5S 2T9
Fax / télécopieur (416) 366-3876
www.chfc.ca www.fhcc.ca

Tel. / téléphone (416) 366-1711

NOTICE OF CONTRACT POSITION

PROGRAM MANAGER, RENOVATION AND RETROFIT SUPPORT

The Co-operative Housing Federation of Canada's Ontario Region is seeking to fill the full-time position of **Program Manager, Renovation and Retrofit Support on a 12-15 month contract.** The position is based in Toronto.

The salary range is $65,000 - $75,000. CHF Canada offers an excellent benefits package.

The Program Manager, Renovation and Retrofit Support will provide advice and support to Ontario housing co-ops operating under the *Social Housing Reform Act* to help them make best use of funding under Ontario's Social Housing Renovation and Retrofit Program (SHRRP) in the tight timeframes prescribed for the program.

The support will include:

- design of an effective support program, in consultation with other sector organizations providing services;
- development or adaptation of technical and education resources related to SHRRP and asset management;
- training and other presentations related to SHRRP and asset management;
- outreach and support to co-ops related to renewable energy initiatives under SHRRP.

The Program Manager will work closely, and co-ordinate efforts, with other sector organizations providing SHRRP-related support to housing co-ops.

The successful candidate will have:

- extensive knowledge of building maintenance and capital planning in a multi-unit residential environment;
- experience in energy management, including energy audits, current technologies and energy efficiency programs;
- project management skills;
- knowledge of legislative and program delivery framework for co-op and non-profit housing in Ontario;
- strong written and oral communication skills;
- experience with all aspects of Microsoft Office (2007);
- experience making presentations, delivering training to adult learners, and developing training resources.

The successful candidate must be able to work independently, work flexible hours, and travel throughout Ontario as necessary. CHF Canada is an equal opportunity employer.

If interested, please apply in writing *by* ***January 11, 2010*** to:

CHF Canada, Ontario Region
#313 - 720 Spadina Ave
Toronto, Ontario M5S 2T9
Fax: (416) 366-3876
E-mail: jgrant@chfcanada.coop
Attention: Janet Grant

No telephone inquiries please

PLEASE POST

Administrative Assistant

Job Description

John Fitzpatrick Steelworker Housing Co-operative Inc.

POSITION: ADMINISTRATIVE ASSISTANT

WORK WEEK: 35 HOURS PER WEEK; EVENING WORK AS REQUIRED

REPORTS TO: MANAGER

INTRODUCTION:

The Administrative Assistant is a resource person to the Co-op Manger, Board of Directors, and committees. John Fitzpatrick Steelworkers Housing Co-operative Inc. is a 180 unit co-operative located in Richmond Hill, Ontario. We are seeking to fill the Administrative Assistant position to start as soon as possible on a full time basis. The administrative assistant is the support person to the Co-op's Manager. The Board of Directors expects all of the Co-op's staff members to develop positive public relations.

The Co-op Manager may require the Administrative Assistant to perform other tasks which fall within the framework of this job description.

RESPONSIBILITIES:

- Provide overall administrative support to the Co-op's Manager.
- Prepare and deliver unit correspondence, post notices, photocopying, answering telephone, handling reception and any other duties outlined by the Co-op's Manager.
- Assist the Manager in administering the Rent-Geared-to-Income Program and other duties assigned.
- Maintain the co-op's filing system.
- Supporting good governance by the board and membership.
- Sending out notices for late payments, arrears, NSF cheques and reminders of payments due.
- Maintain parking records in the office. Assign parking spaces to
- members.
- Assist in the administration of the Co-op's By-laws and Policies.
- Reply to enquiries and receive application forms.
- Co-ordinate move in and move outs.
- Support the Co-op's committees.
- Administer credit check applications for new applicants.
- Administer information on HMWorx.
- Work with the Manager to prepare and deliver material for members meetings
- Maintain key and access card control systems.
- Follow up on work order requests by members.

- Administer and schedule meeting room rentals.
- Market vacant units, process applications including credit/reference checks etc,
- Coordinate interviews, show units when required.
- Purchase office and cleaning supplies approved by Manager.
- Prepare bank deposits and cheque requisitions from invoices using NewViews
- Control the petty cash system

QUALIFICATIONS:

- 3 – 5 years of effective administration experience, preferably in the co-op sector.
- Demonstrated understanding of the Social Housing Reform Act, Co-operative Corporations Act and other legislation related to co-op housing.
- Excellent communication skills, both oral and written.
- Ability to work effectively in a diverse community.
- A record of taking initiative and pursuing innovation.
- Working knowledge of Microsoft Word and Excel, HMWorx and New Views.
- Available to work evenings as needed (maybe 1 or 2 evenings a month).
- Able to work well under pressure and a good sense of humor.
- The successful candidate will be required to provide proof of successful police clearance.

TERMS:

- 35 hours per week.
- Salary based on experience.

TO APPLY:

To apply, please fax or e-mail your resume with (3) letters of reference to:

Attention: David McFarlane
John Fitzpatrick Steelworkers Housing Co-operative Inc.
105 Weldrick Road East
Richmond Hill, Ontario
L4C 9Y9

EMAIL: steelworker@rogers.com
Fax: 905-508-6641

APPLICATION DEADLINE: January 15, 2010

Only those selected for an interview will be contacted.

Maintenance Worker

Job Description

John Fitzpatrick Steelworker Housing Co-operative Inc.

POSITION: MAINTENANCE WORKER

WORK WEEK: 35 HOURS PER WEEK; EVENING/WEEKEND WORK AS REQUIRED

REPORTS TO: MANAGER

JOB DESCRIPTION:

The Maintenance Worker is an important member of our Co-op. John Fitzpatrick Steelworkers Housing Co-operative Inc. is a 180 unit co-operative located in Richmond Hill, Ontario. Our Co-op is comprised of both apartments and town homes. We are seeking to fill the Maintenance Worker position as soon as possible on a full time basis. The Board of Directors expects all of the Co-op's staff members to develop positive public relations.

The Co-op Manager may require the Maintenance Worker to perform other tasks which fall within the framework of this job description.

RESPONSIBILITIES:

- complete repairs in apartments including basic carpentry, plumbing and minor electrical, minor appliance repairs.
- prepare units for move in.
- maintain inventory of equipment and supplies.
- routine preventative maintenance.
- maintain a system of preventative maintenance of the building's equipment/mechanics.
- managing trades and contractors.
- ensure required documentation and inspections are completed and on file.
- Respond to after hours maintenance emergencies.

QUALIFICATIONS:

- Five or more years experience maintaining a multi-residential building and town homes.
- Knowledge of energy saving practices.
- Able to work independently.
- Skilled at maintaining records and documentation.
- Must have a proactive maintenance approach.
- Knowledge of fire systems an asset
- Experience with maintenance budgets an asset but not required.

- The successful candidate will have a lot of interaction with people who have a wide variety of challenges.
- The successful candidate must enjoy working with various populations that face housing challenges, must have good judgment, a steady manner, and a sense of humor.
- The successful candidate will be required to provide proof of successful police clearance.

TERMS:

- 35 hours per week.
- Salary based on experience.

TO APPLY:

To apply, please fax or e-mail your resume with (3) letters of reference to:

Attention: David McFarlane
John Fitzpatrick Steelworkers Housing Co-operative Inc.
105 Weldrick Road East
Richmond Hill, Ontario
L4C 9Y9

EMAIL: steelworker@rogers.com
Fax: 905-508-6641

APPLICATION DEADLINE: January 15, 2010

Only those selected for an interview will be contacted.

EMPLOYMENT OPPORTUNITY

Senior Administrative Assistant

The Agency for Co-operative Housing

Toronto Office

The Agency for Co-operative Housing has an opportunity for a Senior Administrative Assistant in its Toronto office at John and Queen Streets. The position manages the Regional Service Centre office facility and provides secretarial and administrative support to the service centre Team Leader and eight Relationship Managers.

Required skills for this position include general office experience including Microsoft Office, photocopying, electronic filing, excellent oral and written communication skills, meeting and travel arrangements, staff vacation scheduling, records management, general office management and experience in finance. Personal attributes required include multi-tasking, organizational skills, initiative, flexibility, good interpersonal skills and service orientation. Candidates with co-operative housing experience will be given preference.

If you are interested in applying for this position, please contact Pamela@altishr.com.