

Job Posting

Property Manager-Chord Housing Co-operative Inc.

Chord Housing Co-operative Homes is a 136 unit co-op building located in the Jane and Weston Rd. area of Toronto. The co-op operates under the Social Housing Reform Act and local rules set out by the City of Toronto. We have a part-time position for Property Manager. The position: Monday to Friday for 24 hours per week. Expected start date April 1, 2010.

Qualifications and Requirements:

- Minimum 5 years of Co-op Property Management experience
- Working knowledge of SHRA, Co-operative Corporations Act, Waiting List Management
- Supervision of staff: admin assistant, maintenance and cleaning
- Experience working with NewViews, ability to explain financial statements
- Willingness to train new staff in their roles with Chord Co-operative
- Experience in preparing annual operating budget, capital budgets and funding applications for capital funds from other funding sources.
- Experience in working with volunteers, City of Toronto and CHFT staff
- Able to work with a diverse community
- Compassionate, sensitive and have a sense of humor

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

Deadline: January 31, 2010

How to apply:

Email your cover letter, resumes and SALARY expectations to:

Hiring Committee
Chord Housing Co-operative Inc.
43 Goldwin Ave. Toronto ON M6M 5H4

Email: chordcoop@gmail.com – please send resume and cover letter in Word format.

No phone calls please. We would like to thank all applicants; however only those selected for an interview will be contacted.



Rooftops Canada
Abri international

Rooftops Canada – Abri International International Youth Internship Program 2009-10

Are you interested in housing issues and international development? Do you want to gain experience working with overseas organizations involved in development of low-cost housing, community level income generation, housing and land rights advocacy and/or global shelter networks?

INTRODUCTION

Rooftops Canada, the international development program of cooperative and social housing organizations in Canada, will soon be recruiting recent graduates for 6-month internships in Africa, Asia, and Latin America. The internships will start in **March 2010**. This internship program is part of the Government of Canada's Youth Employment Strategy, facilitated by the Canadian International Development Agency. We need candidates with backgrounds in planning, business, architecture, engineering, economic development, community development, communications, international development, women's studies, environmental studies, and/or cooperatives.

Note: Detailed descriptions for each placement are posted on Rooftops Canada's website at www.rooftops.ca and on the CIDA Youth Action website at www.acdi-cida.gc.ca/internships. Three positions in Cameroon will require fluency in French.

WHO IS ELIGIBLE?

Candidates must be Canadian citizens or permanent residents, between the ages of 19 and 30. Interns must be graduates of a university degree or a college diploma program, and be currently unemployed or underemployed. *Individuals with previous professional experience working overseas in their field and former participants in programs supported by the Youth Employment Strategy are not eligible.*

SELECTION PROCESS

Candidates will be short-listed for interviews based on the skills required and suitability for overseas placement. Rooftops Canada is an equal opportunity employer. We thank all applicants, but we will only contact short-listed candidates.

TO APPLY

For information on how to apply please visit our website at www.rooftops.ca. All candidates must complete our application form in English and submit a cover letter and résumé by **Friday, January 22nd, 2009**. Please e-mail your application form, cover letter, and résumé to: Kataisee Richardson, Program Officer, Rooftops Canada, E-mail: internships@rooftops.ca **No phone calls please.**

For further information, see www.rooftops.ca or www.acdi-cida.gc.ca/internships.



St. Stephen's
**COMMUNITY
HOUSE**

Creating Opportunities
Strengthening Communities

JOB POSTING

Position: Community Mediation Service Worker
Hours / Rate: 21 per week, \$21.24 per hour

The Community Mediation Worker runs our community mediation program, helping people, groups and organizations in downtown Toronto to resolve disputes with and among neighbours, family members, friends, housemates, roommates, landlords and others, with the assistance of a roster of 50 or so volunteer mediators and a case management intern.

Responsibilities

- in cooperation with the Outreach and Marketing Developer, case outreach and developing and maintaining relationships with case referral sources
- intake, assessment, assignment and supervision of cases, and the keeping of case records, including generating statistics and reports as required
- recruiting, training and supervising volunteer case management interns on a 6 month rotation
- recruiting and arrange training for new volunteer mediators as needed to maintain a representative and sufficient roster of 50-60 volunteers
- performing community mediation, including mentoring volunteer mediators
- coordinating special projects, representing CRS in coalitions as required
- contribute to delivery of other CRS services and activities (professional mediation and training)
- supervising university internships in co-operation with the CRS Manager

Qualifications

- university or college degree and minimum two years' experience in a related field or combined equivalent of education and experience
- knowledge/experience in mediation, esp. transformative/interpersonal models
- experience with intake, assessment and supervision of casework
- experience supervising and coordinating volunteers and student interns
- excellent administrative and information management skills, verbal and written communications, knowledge of relational databases and Windows 2000 software
- experience working with diverse communities
- social enterprise knowledge or experience an asset
- excellent verbal and written English language skills, second language an asset
- able to work occasional evenings and weekends

If you meet these qualifications, please send a resume and covering letter by **5 pm, Monday, January 25, 2010 to:**

Community Mediation Hiring Committee
Conflict Resolution Service
91 Bellevue Avenue, Toronto, Ontario M5S 2M4
fax 416-925-2271
email hr91b@ststephenshouse.com

St. Stephen's Community House is dedicated to achieving a workforce that is reflective of the communities we serve.

Property Manager, St. Clare's Multifaith Housing Society

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.

Although the responsibilities of the job are primarily related to office and property management, the work involves interacting with a wide variety of people with a 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*

St. Clare's is a growing organization. It currently has 175 units of housing, and 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 co-operation 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 Tenant Protection Act is an asset
- Experience representing the landlord at the Landlord Tenant Board is an asset
- Interest in managing budgets is an asset

Hours:

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

Pay Range:

- \$22-\$24/hour

Application deadline: January 26, 2010

Contact Information

Oona Padgham, Property Manager
Fax: 416 703 3796
Mailing Address: 25 Leonard Ave.
Toronto, ON M5T 2R2

Green Your Neighbourhood

Live Green Toronto grants help you go green

The City of Toronto invites resident, community and charitable and environmental not-for-profit groups to apply for funds to take on projects that green our neighbourhoods, reduce emissions, clean our air and help us adapt to climate change.

Grants of up to \$25,000 are available for community-based projects. Grants are also available for capital projects.

**Please join us to learn more
about the grants and how you can apply.**

North York Civic Centre

Committee Room 3
5100 Yonge Street
Monday, January 11, 2010
7:00 p.m. - 8:30 p.m.

Etobicoke Civic Centre

Council Chambers
399 The West Mall
Wednesday, January 13, 2010
7:00 p.m. - 8:30 p.m.

City Hall

Committee Room 2
100 Queen Street West
Thursday, January 14, 2010
7:00 p.m. - 8:30 p.m.

Scarborough Civic Centre

Committee Rooms 1 and 2
150 Borough Drive
Thursday, January 21, 2010
7:00 p.m. - 8:30 p.m.

For more information, visit livegreentoronto.ca.

Local 75 (Hospitality Workers) Housing Co-operative INC.

60 Richmond Street East

Brand New, *Affordable Housing* Co-op Apartment Building
Opening January 2010 in Prime Downtown Location!!
Anticipated Occupancy Dates in early spring 2010 (possibly sooner)

Remaining 1Bd Units Still Available for **\$927 mth including All Utilities!**
These will not last long, and will be allocated to approved applicants on a first-come, first-serve basis.
To be eligible your total household annual income must be **\$44,592** or **LESS**.

Waiting Lists Still Open for 2Bd & 3Bd Suites
To be eligible for a **2 Bd** unit your total household annual income must be **\$52,992** or **LESS**.
The monthly rate for 2Bd apartments is **\$1104.00**, *including all utilities*.

To be eligible for a **3 Bd** unit your total household annual income must be **\$62,928** or **LESS**.
The monthly rate for 3Bd apartments is **\$1311.00**, *including all utilities*

Our Co-op Offers:

- 85 Units, 11 stories High
- Containing 1Bd, 2Bd & 3Bd Apartments
- High ceilings, low maintenance surfaces & fixtures
- This is a model 'Green' Building, with leading technologies & features, designed to meet the highest current standards of environmental sustainability & energy efficiency
- Intensive Recycling & Ethical Waste Disposal Systems & Policies in Place
- Ample, secured bicycle parking
- Autoshare Vehicle On Site
- Outdoor Rooftop Patio Areas
- Laundry On Site
- Half a block from Streetcars / 2 Blocks from Yonge Subway

For more information or application forms, please contact us at:

- Phone: **416-465-8688, EXT. #211**
- Email: downtowncoop@coophousing.com
- Website: www.coophousing.com

Local 75 (Hospitality Workers)
Housing Co-operative Inc.
c/o Co-operative Housing Federation of Toronto,
#306 - 658 Danforth Ave., Toronto, ON M4J 5B9
Contact: (416) 465-8688, ext. 211 / Fax: (416) 465-8337
Email: downtowncoop@coophousing.com

NOTE: to verify eligibility for an Affordable Market unit you **must** submit the following for **each adult:** copy of **3 RECENT INCOME STUBS** (i.e. employment, EI, ODSP, pension, or other regular income) *and* copy of last year **REVENUE CANADA TAX ASSESSMENT** showing **total gross income**. Your application cannot be processed without these docs.

Membership & Unit Application Form

1. Applicant

First Name _____

Last Name _____

Female Male

Street Address including Apt # _____

City & Province _____

Postal Code _____

Phone (home) _____ Phone (work) _____

E-mail Address: _____

2. Co-applicant (i.e. spouse or roommate)

First Name _____

Last Name _____

Female Male

Street Address including Apt # _____

(if it is different from the applicant's)

City & Province _____

Postal Code _____

Phone (home) _____ Phone (work) _____

E-mail Address: _____

3. Other household members

First Name	Last Name	Female/Male (F / M)	Date of birth (day/month/year)

4. Unit

What size of unit do you require?

_____ 1 Bedroom _____ 2 Bedroom _____ 3 Bedroom

Note: Priority for the larger units will be given to larger families. Please provide an explanation if you are applying for larger unit and have only one or two household members.

Do you require a handicap accessible unit? _____

5. Housing Background

How long have you lived at your current address? _____

If you have lived there less than 2 years, please give your previous address.

How much money do you pay in rent each month? _____

If you pay for utilities, how much money do you pay? _____

Landlord's Name _____

Landlord's phone number _____

By submitting this application you are giving us permission to contact your landlord. Is there any reason why we should not contact your current landlord? If so, please explanation why, on the back of this application form.

6. Parking

Do you require a Parking Space? yes no

List all vehicles belonging to the household.

Make/Model	Colour	Licence number

NOTE: parking spaces are VERY limited and the co-op will NOT have enough spaces for everyone who wants one. If parking is not available, are you still interested in living in the building?

Yes No

7. Pet Policy

If you have pets, you will be required to adhere to all related City of Toronto by-laws and asked to sign a Pet Responsibility Agreement. You may be asked to pay a deposit.

Do you have a Pet? Yes No

If yes: How many? Dog Cat Other (please identify)

8. Household Income

Please give us the monthly **before-tax** income (gross income) of **each** member of your household.

Name of household member	List Name of Employer and any other source of income (i.e. Social Assistance, CPP, OAS, ODSP)	Gross income each month

PLEASE PROVIDE PHOTOCOPIED PROOF OF INCOME WITH APPLICATION.

9. Emergency Contact Person

First Name: _____ Last Name: _____

Relationship to you: _____

Street Address including Apt # _____

City & Province & Country _____

Postal Code _____

Phone (home) _____ Phone (work) _____

E-mail Address: _____

10. Credit Check

The Co-op will do a credit check on all applicants. To do this, we will need either your birthday and/or your Social Insurance Number (preferably both). The Co-op will keep this information confidential and will use it only for the purpose of our credit check.

Applicant's Date of Birth: _____ Applicant's SIN: _____

Co-applicant's Date of Birth: _____ Applicant's SIN: _____

11. Signatures

I/We understand that only applicants who have been approved as members of the Local 75 (Hospitality Workers) Housing Co-operative Inc. can move in to the co-op. For this purposes I/We are submitting an application for membership.

I/We understand that, if the co-op accepts us for membership and offers us a unit, we must pay a one-time membership fee of \$5 per adult member (16 years old and over).

I/We declare that all the information in this application is true and correct. I/We give the co-op permission to verify any and all of this information, and to conduct a landlord check and a credit check on the persons named in this application.

Signatures of all household members over 16 years of age:

Applicant: _____

Co-applicant: _____

Applicant #3: _____

Applicant #4: _____

Applicant #5: _____

Date: _____