Job Posting

Administrative Assistant
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: February 8, 2010
Start Date: As soon as possible

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)**

Only those selected for interview will be contacted.

2010 CHFT Diversity Scholarship Application

CHFT recognizes that the strength of its membership is in the many cultures and identities represented within its co-ops. CHFT encourages applications from these diverse communities.

Our Goal

The purpose of the CHFT Diversity Scholarship is to recognize people living in co-ops who are actively promoting diversity through work within their community. We want to help them with their post-secondary education by providing them with award money, credit counseling and employment services.

The Scholarships

This year we have 10 scholarships available. You could be eligible for scholarships in four different categories.

We will award scholarships to students graduating from high school and entering college or university. We also offer scholarships for students who are currently enrolled in college or university or are returning to college or university after a break.

We will also be awarding the *Dexter Johnston Scholarship*. This scholarship recognizes a young person who has shown exceptional leadership in their school and community.

This year for the first time we will award the *Randy Padmore Scholarship*. This scholarship recognizes an individual who takes an active role in mentoring young people.

We will also be awarding the *Success Becomes You Scholarship*. This scholarship recognizes people who are determined to succeed at the post-secondary level or in a skilled trade and who did not have the opportunity to finish high school due to family, financial or other circumstances.

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

Eligibility

Applicants must

- be living in a CHFT member co-op
- be planning to attend a recognized, publicly funded, Canadian community college or university or approved apprentice training program on a full-time basis in the 2010/2011 academic year
- have used their knowledge and understanding of diversity to make a positive contribution to their school and/or local community
- have a demonstrated financial need.

Please fill out the application clearly. Your essay should be word processed. Remember to gather all the required documents from their sources ahead of time.

Important information: Before completing this application, please contact Angela Calderone at 416 465-8688, extension 206 to make sure you are eligible.

Part A

Personal Information

_____ _____ _____
First Name Initial Last Name

Gender: M F Date of Birth: _____/_____/_____
Day Month Year

(____)_____ (____)_____
Phone number Cell phone number

_____
E-mail address

_____
Name of the CHFT member co-op you live in

_____
Home address City

_____
High school you are graduating or have graduated from

_____
Post-secondary institution you plan to attend

Will you be attending first-year on a full-time basis? Yes No

Are you currently attending college, university
or an apprentice program? Yes No

Will you be attending after a break in your schooling? Yes No

If you chose yes, what year will you be returning to? _____

Part B

Volunteer Activities

List the three most recent volunteer activities you participated in. Please highlight the community activities that promoted diversity.

Organization/team	Your role and responsibilities	Amount of time spent (hours)
1.		
2.		
3.		

Essay

On a separate piece of paper

In one page (250-500 words) please write about an activity that you felt most satisfied about or an activity in which you assumed a position of leadership. Please detail your experiences and describe how your activities promoted diversity.

Part C

Financial Situation

Please fill in the chart below as accurately as possible. It should reflect any expenses and income sources for the upcoming academic year. Remember you are calculating for the entire year

Expenses Please answer each category with a corresponding amount then total the amounts.	**Income Sources** Please list the amount and then total the amounts.
Housing *(housing charge)*	Personal Savings
Travel *(car/public transit/other)*	Student Loans/Grants
Tuition & Fees	Awards & Bursaries
Books & Supplies	Family Contribution
Personal Expenses *(e.g. personal care items)*	Employment Income
Other *(please specify)*	Other *(please specify)*

Expenses Total **$_____**

Income Total **$_____**

Part D

References

Please provide two written reference letters. The letters should be no more than one page in length and single-spaced.

One letter must be from a teacher, guidance counselor or administrator from your school and on school letterhead. Both letters should illustrate your character, community contributions and the likelihood of your future academic success.

Part E

Resume and Transcript

1. Each applicant must provide an up-to-date employment resume.

2. Each applicant must provide an up-to-date academic transcript.

Part F

Consent and Declaration

I certify that this application has been honestly and accurately completed. I understand that any false or incomplete information may cancel my application.

I, _____ agree that

1. Scholarship decisions may only be made by the Co-operative Housing Federation of Toronto and that those decisions are final.
2. Scholarship funds will only be granted to me if I am enrolled full-time in a publicly-funded Canadian college or university or approved apprentice training program for the upcoming academic year.
3. If I am successful my name and photograph will be published.
4. I will participate in CHFT functions if attendance is requested.

_____	_____
Applicant's name (please print)	Applicant's signature
_____	_____
Parent/guardian's signature	Date

Keep In Mind

Application Deadline: **Wednesday, February 17, 2010 at 4:00 P.M.**

If you are selected, you will be asked to come in for an interview a few weeks after the application deadline.

A Last Minute Checklist

_____ I have filled out the application form completely.

_____ I have signed and dated the application.

_____ I have also enclosed an up-to-date employment resume

_____And an up-to-date academic transcript

_____ I have provided 2 reference letters, one from my school on letterhead.

_____ The application needs to be mailed in time for the deadline:

Wednesday, February 17, 2010 at 4:00 p.m.

_____ Otherwise, I will come in person by:

Wednesday, February 17, 2010 at 4:00 p.m.

Please remember, we will not process any incomplete, late or faxed applications.

CHFT

Mailing Address
658 Danforth Avenue, Suite 306
Toronto, Ontario
M4J 5B9