Ontario

NEWS

Ministry of Training, Colleges and Universities

Ontario Launches Summer Jobs Programs

McGuinty Government Helps Young People Succeed

NEWS February 1, 2010

More than 100,000 students will find jobs and gain important work experience this summer with assistance from the Ontario government.

Through Employment Ontario's Summer Jobs website, students can:

- Find job listings
- Get help to improve their marketing skills and resumé writing
- Learn how to start their own Summer Company
- Apply for summer jobs with the Ontario Government.

Employers are also being encouraged to hire students through a $2-per-hour hiring incentive.

Ontario's summer jobs programs and services are open to students aged 15 to 30 years who are planning to return to school this fall.

QUOTES

"Summer jobs help students explore the workplace and their talents. Jobs help young people earn money to continue their studies, and contribute to Ontario's future."
- John Milloy, Minister of Training, Colleges and Universities

QUICK FACTS

- Last summer, the government helped 110,521 Ontario students find jobs — a significant increase from 86,000 in 2008.

LEARN MORE

Find out about all summer jobs programs offered by the Ontario government.

Call Employment Ontario at 1-800-387-5656 to discuss job opportunities.

Annette Phillips, Minister's Office, 416-326-5748
Patrick O'Gorman, Communications Branch, 416-325-2746
Public Inquiries: 416-325-2929 or 1-800-387-5514
TTY: 1-800-263-2892

ontario.ca/postsecondary-news
Disponible en français

JOB POSTING

MAINTENANCE WORKER POSITION

Downtown Non-profit building

We are a non-profit housing provider located in the downtown core. We are looking for a maintenance worker for 35 hours per week for our 141 units on 9-storey building in downtown Toronto.

The Maintenance worker will report to the property manager. The Maintenance worker will be responsible for the planning, execution and recording of all maintenance work. Specialized jobs are contracted out as required and specified.

Responsibilities:

- Complete repairs in apartments including carpentry, plumbing and minor electrical as well as minor appliance repairs
- Prepare units for move-ins
- 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

Qualifications:

- Experienced maintaining a multi-residential building
- 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

Start Date:	To be announced
Application deadline:	Feb 28, 2010
Please submit your resume to:	**The Hiring Committee** **New Hibret Co-operative Homes Inc** **2 Market Street, Toronto Ontario** **M5E 1Y9**
Fax No:	416-363-0353
Email:	newhibretco-op@rogers.com

COURTYARD HOUSING CO-OPERATIVE

10 Broadway Ave, Toronto, Ontario, M4P 3G8

1 Bedroom Unit available May 1st (or sooner)

Courtyard Co-op is a small (35 unit) intentional community based on principles of inclusiveness and helping others.

We are located near Yonge Street and Eglinton Avenue, a vibrant neighbourhood with public transit, schools, library, shops and restaurants at our doorstep. The housing charge for a one bedroom unit is $919 per month, including utilities, but not cable TV. Subsidy is not available.

If you are interested in this unit, or would like to be on our waiting list, you must attend an Information Night before you can apply. Courtyard Co-op will host an Information Night on:

Thursday, February 18th, at 7:30 pm.

Please call 416-488-2966 or email courtyardcoop@rogers.com to register for the Information Night if you wish to attend. Seating is very limited.

WATER STREET NON-PROFIT HOMES INC
ADMINISTRATIVE ASSISTANT

Water Street Non-Profit Homes is a 150 unit seniors non-profit located in Markham (HWY 48 & HWY 7). The Non-Profit is operated under the Social Housing Reform Act and the Regional Municipality of York. We are looking for a full-time, permanent Administrative Assistant. This position reports to and works closely with the Property Manager.

Responsibilities include:

- Providing general reception to assist residents and visitors
- Communicating with residents on general issues
- Administering all resident files and RGI calculations
- Coordinating and administering the filling of vacant units
- Information management on HMWorX
- Administering financial management including receivable and payables
- Administering all invoicing to the Town of Markham
- General secretarial and other support

Experience and skills:

- Experience in the non-profit/co-op housing sector
- Strong communication skills, both written and verbal
- Strong interpersonal skills
- Excellent organizational skills and attention to detail
- Computer skills to include: NewViews, HMWORX, Excel, Yardi

Terms:

- 35 hours per week
- Rate of pay will commensurate with experience and qualifications
- Benefit package and RRSP is offered following probationary period
- Start date: April 1, 2010

Please send resume and cover letter by Friday, February 26, 2010 to:

Property Manager
Water Street Non-Profit Homes Inc
20 Water Street
Markham, Ontario L3P 7P7
Email: water.street@rogers.com
FAX: 905-472-8080

We thank all applicants but only candidates selected for an interview will be contacted

WATER STREET NON-PROFIT HOMES INC.
LIVE-IN SUPERINTENDENT

Water Street Non-Profit Homes is a 150 unit seniors non-profit located in Markham (HWY 48 & HWY 7). The Non-Profit is operated under the Social Housing Reform Act and the Regional Municipality of York. We are looking for a full-time, permanent Live-in Superintendent. This position reports to and works closely with the Property Manager.

Responsibilities include:

- Carrying out routine preventative maintenance and building inspections
- Make minor plumbing, drywall, electrical repairs
- Respond to tenant work order requests
- Make apartments ready for move-in
- Answer emergency calls
- Maintain all log books, key records, inventory records, etc
- Maintain grounds, snow shoveling

Experience and Skills:

- Minimum of 5 years related experience
- Knowledge and understanding of multi-residential building systems and equipment
- Basic skills in mechanical, electrical, plumbing, carpentry, locks, doors and appliances
- Must be able to work with minimal supervision
- Fluent in English
- Bondable
- Must possess valid driver's license and vehicle

Terms:

- 1 bedroom apartment (taxable benefit)
- 40 hours per week
- Benefit package and RRSP is offered following probationary period
- Rate of pay will commensurate with experience and qualifications
- Start date: April 1, 2010

Please send resume, cover letter and three references by Friday, February 26, 2010 to:

Property Manager, Water Street Non-Profit Homes Inc
20 Water Street
Markham, Ontario
L3P 7P7
Email: water.street@rogers.com
Fax: 905-472-8080

Only those invited to an 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

Job Posting
91 Spencer Avenue Housing Co-operative
Manager

91 Spencer Avenue Housing Co-operative Inc. is a 73 unit apartment building in Toronto's West end, near King and Dufferin. We are a diverse community with many long-term members. The co-op operates under the Social Housing Reform Act and local rules set by the City of Toronto.

The Co-op is looking for a full-time manager (35 hours) to oversee and manage the day-to-day operation of the Co-op, under the direction of the Board of Directors. The rest of the staff is composed of a contract bookkeeper, contract maintenance and cleaning services.

Responsibilities include:

- Financial Management
- Property Management
- Government and Corporate Relations
- Legal Issues, Arrears and Subsidy Administration
- Membership and Community Development

Qualifications:

- Minimum of 3 years experience working in housing management, with strong co-op housing experience
- Strong organizational, communication, and community skills
- Experience in supervising staff and contractors.
- Proficiency in word-processing, spreadsheets, database and knowledge of New Views
- Knowledge of property management and co-op administration.
- Knowledge of the Social Housing Reform Act and RGI administration under the SHRA
- Experience in acting as a resource and support for the Board of Directors, for committees, and for community development work.
- Ability to work with volunteers in a diverse community

The Co-op offers a competitive salary and comprehensive benefits. We are TTC accessible, and parking spaces are available.

Application deadline: **March 1, 2010**
Start date: **March 19th, 2010**

Please send a cover letter and resume to:

: The Hiring Committee, Attention Lucy Katzberg
c/o 91 Spencer Avenue Housing Co-operative
91 Spencer Avenue, Unit 703
Toronto, ON M6K 2K5

Or email to kit7@rogers.com
No phone calls please. We appreciate your interest, but will be only contacting those selected for an interview.

Bookkeeper

91 Spencer Avenue Housing Co-operative Inc. is a 73 unit co-op (apartments) administered through the City of Toronto and the Social Housing Reform Act. The Co-op is seeking a contract Bookkeeper for up to five hours per month (negotiable).

Responsibilities include:

General bookkeeping, including:

- Review payroll
- Monthly bank reconciliation
- Monthly financial reports and assistance with annual operating budget
- Year end audit work

Candidates should have:

- Strong accounting skills and experience
- Computer proficiency in NewViews
- Knowledge of the Ontario Reformed Housing Program under the SHRA
- Experience in the Co-op sector (preferred)
- Ability to work during the office hours of the co-op co-ordinator

Starting date: March 19, 2010

Please submit bookkeeping proposal stating experience and proposed rate of pay by March 1, 2010 to:

Hiring Committee, attn. Lucy Katzberg
91 Spencer Avenue Housing Co-operative Inc.
91 Spencer Avenue, Unit 703
Toronto, Ontario
M6K 2K5

Or email to kit7@rogers.com

Canada Summer Jobs 2010
BULLETIN

Canada Summer Jobs is a Government of Canada initiative. It provides funding for not-for-profit organizations, public-sector employers, and small businesses with 50 or fewer employees to create work experiences for students between the ages of 15 and 30.

Employers must submit applications for funding from **February 1 to 26, 2010.**

As of February 1, application forms and the Applicant Guide will be available online at **www.servicecanada.gc.ca** or at any Service Canada Centre. Employers will be able to submit their applications online, by mail, or in person at any Service Canada Centre.

The application assessment phase will be completed in April 2010, so that students can begin working starting in May 2010.

For more information:

Click servicecanada.gc.ca
Call 1-800-935-5555 (TTY: 1-800-926-9105)
Visit a Service Canada Centre

CANADA'S ECONOMIC ACTION PLAN

Service Canada