CO-OP ADMINISTRATIVE ASSISTANT (CONTRACT)

Are you an experienced Administrative Assistant with superb people skills: Flexible when possible, firm when necessary, always kind? Then, this position may be for you!

New Hibret Co-operative Homes Inc. is a 141 household apartment building located in the downtown area. We are looking for an Administrative Assistant to join our team. This position is contract and reports to and works closely with the Co-op Manager.

The successful applicant will have the following experience and skills:

- At least three years administrative experience, preferably in the co-op/non-profit housing sector
- Positive attitude, superior interpersonal skills and demonstrated experience working in a diverse environment
- Excellent organizational skills and attention to detail
- Excellent oral and written communication skills
- Computer skills using MS Office; knowledge of HM WORK and/or New Views would be an asset
- Experience administering RGI
- A record of taking initiative and pursuing innovation
- Ability to work with minimum supervision
- Pleasant tactful, positive work attitude and willingness to work in a multicultural and diversified community

Responsibilities will include:

- Providing general reception to assist co-op members and visitors
- Communicating with members on general issues and individual concerns
- Administering all members files and assisting RGI calculations
- Co-ordinating and administering the filling of vacant apartments
- Assisting with financial management, including both cash receipts and payables
- Maintaining electronic and paper filing systems in a proficient manner
- Working as part of a team with other co-op staff members and volunteers to maintain a well-organized, co-operatively-managed environment

Thirty hour work week, salary based on experience.

Please send resume and cover letter by 5:00 pm, Friday, March 5, 2010 to:

The Hiring Committee
New Hibret Co-op Homes Inc.
2 Market Street
Toronto ON M5E 1Y9
Email: newhibretco-op@rogers.com
Fax: 416363-0353

No phone calls please

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

PLEASE POST

YWCA Toronto is an association of diverse and caring women dedicated to improving the lives of women and girls through dynamic leadership, advocacy and a range of unique and essential services that promote personal growth and economic independence.

Internal and External Job Posting

Maintenance Co-ordinator
Property Services

YWCA Toronto is a turning point in the lives of women and girls. We are the city's trusted multi-service organization by, for and about women and girls. YWCA has been there for over 130 years, supporting women and girls who want to make change. We are there when women and girls need shelter, employment skills, counselling, permanent housing, or the confidence that comes from outdoor education and leadership training. We are also there speaking out when a public policy needs changing, or a regulation has a negative impact, or when the progress of achieving true equality for women and girls is stalled, on the wrong track or no longer a priority in public life. In 2009 we were the turning point in the lives of 26,000 people across the Greater Toronto Area.

Reporting to the Manager of Property Services, the Maintenance Co-ordinator is responsible for overseeing the ongoing preventative maintenance for all YWCA owned and operated housing and shelter sites including Bongard House, Women's Shelter, Arise, Bergamot, 1st Stop Woodlawn, Beatrice House and Pape. This position is also responsible for tenders, contractor supervision, implementation of the corrective and preventative maintenance, annual work plan, and building inspections.

You will have: general knowledge of technical discipline normally acquired through completion of a college diploma in a field relevant to property services; 3 to 5 years experience in building management, the trades or renovations; 1 to 3 years supervisory experience required; knowledge of buiilding systems including knowledge of repair methodologies and technology; project co-ordination skills; experience using tools and equipment; ability to lift 25 kilograms; excellent customer service, verbal and written communication skills; knowledge of computer systems including Word, Excel, Internet, email, HMWorks or other property management databases; experience managing property and equipment budgets; WHMIS Certified. **Core Competencies:** understand and support the mission and beliefs of YWCA Toronto; incorporate principles of anti-oppression and equity at YWCA Toronto; demonstrate respect, consideration and acceptance of the opinions of others while expressing her own expertise and effectively utilizing relevant resources and specialists; consistently collaborate with team members, sharing ideas and differences openly; be receptive to new ideas and adapt to change as necessary; set goals, prioritize tasks and carry out responsibilities to achieve quality results; take action to avoid or solve problems and create opportunities for positive change; demonstrate commitment to ongoing personal and professional development.

The hours of work for this position are 35 hours per week (may be required to respond to after-hours emergencies). The salary for this position is $46,105 per annum (Level 6), plus comprehensive benefits. **Note:** a valid driver's licence and access to a motor vehicle is required.

Please note: A police reference check is required by the successful candidate prior to hiring. YWCA is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. For internal applicants, this position is not secondable.

Submit cover letter and résumé to: Scott Barry, Manager of Property Services. YWCA Toronto. 15 Pape Avenue, Toronto, ON, M4M 2V5. **FAX:** (416) 469-0199.

Internal Deadline: Monday, February 22, 2010 **External Deadline:** Friday, March 5, 2010

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women of all races, colours, ethnic origins, religions, abilities and sexual orientations.

While we thank all candidates for their interest, only those selected for an interview will be contacted. No telephone enquiries please.

YWCA Toronto is a perfume free environment.

Posting Date: February 12, 2010

This is an exciting time to join the City of Toronto, Canada's largest city and home to a diverse population of approximately 2.6 million people. Dedicated to prosperity, opportunity and a high quality of life for all its residents, in the last three years alone the Toronto public service has won more than 70 awards for quality, innovation and efficiency in delivering public services. Make your contribution to our Shelter, Support and Housing Administration Division and join us as an Agency Review Officer Asset Management.

Agency Review Officer Asset Management

File Reference #: X10CSA19429

Major Responsibilities:

In this position you will take a lead role in the development of programs designed to improve the maintenance capacity of social housing providers in the City of Toronto. Reporting to a Social Housing Consultant you will work as part of a small team to administer the Social Housing Renovation and Retrofit Program (SHRRP):

- Undertakes site visits to social housing providers to assess building condition, review building maintenance procedures and evaluate energy management plan.
- Formulates recommendations on the preventive maintenance needs of social housing providers.
- Develops long term planning with non-profit providers based on technical assessment of specific building conditions and energy management needs.
- Works with housing provider staff and boards of directors to develop preventive maintenance and energy management programs that can be adapted by social housing providers.
- Develops programs for the review of social housing provider energy management and preventative maintenance plans.
- Contributes to the development and delivery of building maintenance training for social housing provider boards of directors, maintenance staff and Social Housing Unit staff.
- Participates in the design/delivery of training programs and professional development for non-profit organizations.

- Contributes to the development of a building maintenance manual for social housing providers.
- Ensures that housing provider reporting requirements related to building maintenance are met and monitor the maintenance activities of housing providers.
- Provides direction to social housing providers as necessary to ensure that building maintenance is carried out properly.
- Provides direction to social housing providers as necessary to ensure that energy management plans are effectively implemented.
- Provides advice, support and technical expertise to social housing providers and to Social Housing Unit staff regarding building maintenance practices.
- Consults with other City divisions.
- Contributes to working groups with various groups including Social Housing Unit staff, other City staff and staff of other service managers.
- Establishes priorities for the review of building maintenance practices of social housing providers.
- Ensures the timely and efficient production of all required reports and maintenance of appropriate records.
- Represents the City in meetings and initiatives with other levels of government.
- Develops partnerships in the public and private sector to support the work of the division and service enhancement for social housing providers.
- Maintain accurate and complete files on all assigned projects
- Provides input on analysis of current trends and the projection of future asset management needs by sector and geographical area

Key Qualifications:

1. Post secondary education in a discipline pertinent to the job function. Engineering Technologist Diploma would be an asset.
2. Experience planning and overseeing building maintenance with multi-unit residential properties.
3. Experience in property management.
4. Demonstrated experience in project management.
5. Experience in developing training or educational courses or materials.
6. General knowledge of financial analysis and principles and practices of non-profit budgeting.
7. Ability to establish effective working relationships with Social Housing Unit staff working in a cross discipline environment.
8. Ability to establish effective working relationships with a variety of social housing providers and sector groups.
9. Highly developed human relations skills, with the capacity to represent the City effectively, both verbally and in writing.
10. Strong analytical and problem solving skills.
11. Ability to work independently and as part of a team.
12. Familiarity with government legislation in the areas of building codes, rental properties and Occupational Health and Safety.
13. Working knowledge of MS Word, MS Project, Excel, Project Accounting and scanning and imaging software
14. Thorough knowledge of construction, techniques, materials, life cycle costing, various codes, principles related to building construction
15. Possession of a valid Ontario Driver's Licence class "G" and the use of a personal vehicle for site visits would be an asset.

Salary: $40.46 - $44.33 per hour
Number of vacancies: Two (2)
Job status: Temporary
Duration: Approximately 12 months
Job Type: Union

This opportunity is intended for external applicants only. Employees must apply through the Internal Job Posting Board on the City's Intranet within the internal job posting closing date.

Applications must be received by **March 5, 2010**.

Apply online at:
http://wx.toronto.ca/inter/hr/jobs.nsf/73d8f37fbff29b7385256fe0003ff434/78fb264321caea63852576c6006685e7?OpenDocument

Please note that applicants must be legally entitled to work in Canada.
Committed to employment equity, the City of Toronto encourages applications from Aboriginal people, people with disabilities, members of visible minority groups and women.

Accommodation will be provided in all parts of the hiring process as required under the City's Employment Accommodation policy. Applicants need to make their needs known in advance.

We thank all applicants and advise that only those selected for an interview will be contacted.

The City's Corporate Access & Privacy Office advises that sending personal information by fax may not be a secure means of transmission.

Hugh Garner Co-op's Board and Diversity Committee invites members of CHFT co-ops to celebrate Black History Month

Join us on Sunday, February 28, 2010 at 2:00 p.m.
for a concert featuring

Faith Nolan

- sing-a-long stories of - Black history, contemporary issue songs about the lives of women, LGBTQ, native and children songs and songs about the environment.
- there will be music played on: the banjo, guitar, ukeke and harmonica.
- there will be acapella (singing without instruments) blues, reggae, folk and jazz.

Hugh Garner Co-op is located at 550 Ontario Street, 1/4 block south of Wellesley Street on Ontario Street.

Please RRSP to Eleanor McDonald **416 921-9859** if you plan to come.

Reachout Committee Inc.

WAVE for CHANGE

THE ROC YOUTH FORUM

Working Against Violence Everywhere For Change

Series of Black Youth Forums and Workshops

ITS FREE. Morning refreshments and lunch on us.

Reachout Committee Inc. Presents the **WAVE for CHANGE** initiative.
The focus will be on

> **Violence**
> **Health**
> **Education**

and many more issues that Black youth are facing. The forums are design and will be led by a team of youth.

This initiative will provide a venue for Black youth and their peers to engage in meaningful dialogue on a theme that resonates strongly for young African Canadian.

Register Today!

Space is limited. First serve basis . Giveaways and giftbags for all participants!

For more info. & to RSVP contact 416-571-9337 (24hr)
office 289-232-6407 | reachout-committee@sympatico.ca
www.reachout.jimdo.com

Get your community hours by participating or volunteering

This project is funded by The Ontario Trillium Foundation / La Fondation Trillium de l'Ontario