



FULL-TIME CO-OP COORDINATOR TORONTO

Homestarts Incorporated is a non-profit, community based organization. Founded in 1978, we offer management, maintenance, consulting and development services to housing co-operatives and non-profit housing groups. Currently, we provide services to 43 co-op and non-profit clients located in cities throughout southern, central and south western Ontario.

We are currently looking to fill the full-time position of Co-operative Housing Coordinator for a co-op in Toronto (west end). Applicants must have a **minimum of two years' experience in co-op housing management** including:

- Administration
- Property management
- Marketing
- Financial management
- Rent-geared-to-income subsidy
- Community development, governance and organization
- Minute-taking and reporting

Applicants with **at least four year's of related / transferable experience** working in a non-profit environment, providing administrative / management services to individuals and groups, may also be considered. This is not considered an entry-level position.

The successful applicant will have excellent interpersonal as well as verbal and written communication skills, along with the ability to work independently by continuously re-evaluating priorities and handling stress in a very busy work environment.

Proficiency with computer software programs, including Word, Excel and Power Point is mandatory, while experience in NewViews and HMWorx software would be an asset.

Please submit your resume and cover letter to Nicky Maloney, Manager Human Resources & Administration by email at: nmaloney@homestarts.org

**WE THANK ALL APPLICANTS, HOWEVER ONLY THOSE CHOSEN FOR AN INTERVIEW
WILL BE CONTACTED.**

Lakeshore Gardens Co-operative Homes Inc.

10 Garnett Janes Road, Etobicoke ON M8V 3Z2

Tel: 416-255-6660 Fax: 416-255-7397

Email: lakehome@bellnet.ca

One Bedroom Accessible Apartment Available June 01, 2010

- ☺ \$829.00 per month all inclusive (including Cable TV);
- ☺ 550 square feet;
- ☺ Stove top and wall oven, bathtub has three grab bars;
- ☺ Subsidy available;
- ☺ Facing the lake (the south) and bus stop (route #510) in front of the building;

This is a wheelchair accessible building. Pets are welcome. Parquet floors. Underground parking \$35.00 per month. Park in the front, playground at the back and party room on 13th floor. Laundry service in the building.

For more information, please call the Co-op office at 416-255-6660.

Main Gerrard Housing Co-operative



Main Gerrard Co-op has a two bedroom unit coming available. Monthly housing charges include all hydro and cable costs. We are conveniently located near schools, community centers, TTC and GO stations.

Two Bedroom - \$973.00:

Main level of a house with shared backyard access and private basement. Available May 1

For more information about our co-op or to get a copy of our application please contact

Ryan Hayward
Administrative Assistant
416 691 1100
mgmembership@bellnet.ca
www.maingerrardcoop.ca



Atahualpa Co-operative Homes

110-3 Brimley Rd, Scarborough ON M1M 3W2

Tel: 416-269-1044 Fax: 416-269-1056

E-mail: atahualpa@rogers.com

- **3 BEDROOM AVAILABLE**
- **Starting at \$1142/MO.**
- **INCLUDES UTILITIES and CABLE**
- **EXCELLENT LOCATION**

DON'T MISS OUT!

- Huge balcony
- 24-Hour Security Cameras
- In-Suite Laundry Facilities
- Children's Activity Room & Party Room
- Steps to TTC & beautiful Bluffer's Park & Marina
- Clean and Friendly Building
- Visitor Parking
- Underground Member Parking

Atahualpa Co-operative is a seven-story building offering a family friendly environment. We are located on Brimley Road between St. Clair Ave. and Kingston Rd.

Applications are available in the front lobby, from the Management Office or by fax. Photos available at www.viewit.ca Vit #61116 .

Beech Hall Housing Co-operative Incorporated
2 -2 Humber Boulevard
Toronto, ON M6N 2H3

PLEASE POST

HIRING SUMMER STUDENT

We are hiring a summer student under the HDRC Summer Career Placement Program for 13 weeks starting Tuesday, June 01, 2010 and ending Friday, August 27, 2010.

- Applicants must be full-time students between 15 and 30 years of age , in High School or College/University and returning to school this fall
- Able to work independently as well as ability to take direction
- Experience with basic hand tools and maintenance tasks, such as gardening, pruning, painting, fencing or a willingness to learn
- Ability to work in a co-operative community
- The hourly rate is \$11.00

Mail, fax or e-mail resume with references to:

Beech Hall Housing Co-operative Incorporated
2 -2 Humber Boulevard
Toronto, ON M6N 2H3
Fax # (416) 769 – 4110
E-mail: beech.hall@yahoo.ca

Deadline for applications: Thursday, May 07, 2010 @ 4:00 P.M

NO PHONE CALLS PLEASE

We thank you for your application but only those persons selected for an interview will be contacted.