



Co-operative Housing Federation of Toronto Inc.

Members and friends!

Don't forget to mark your calendars for CHFT's AGM

When Monday, May 10, 2010 7:00 p.m.

Where The beautiful Great Hall on the 3rd floor of the historic St. Lawrence Town Hall, 157 King Street East at Jarvis Street

A reception will follow. Please call 416 465-8688 extension 201 to let us know you can come.

Child care will be available for children from 2 to 10 years of age. You must register your child by Friday, May 7, 2010. Please call Angela Calderone at 416 465-8688 extension 201 to register your child.

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

Job Posting

Niagara Neighbourhood Housing Co-operative Manager

Niagara Neighbourhood Housing Co-operative Inc. is a 62 unit apartment building near King and Bathurst St. 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, and a maintenance worker.

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.

Application deadline: Monday, May 11th, 2010

Start date: June 1, 2010

Please send a cover letter and resume to:

: The Hiring Committee,
Neighbourhood Housing Co-operative
180 Niagara Street
Toronto, ON M5V 3E1

No phone calls please. We appreciate your interest, but will be only contacting those selected for an interview.

Bookkeeper

Niagara Neighbourhood Housing Co-operative Inc. is a 62 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 five to ten hours per month.

Responsibilities include:

General bookkeeping, including:

- Administer payroll
- Recording receipts and disbursements
- Maintaining a general, member accounts and other ledgers as necessary
- 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: May 1, 2010

Please submit bookkeeping proposal stating experience and proposed rate of pay by April 23rd, 2010 to:

Hiring Committee
Niagara Neighbourhood Housing Co-operative Inc.
180 Niagara Street
Toronto, Ontario
M5V 3E1