

JOB POSTING
Housing Manager
Upper Canada Property Management

Upper Canada Property Management is seeking candidates to serve as housing managers for non-profit and co-operative housing projects in the GTA.

Minimum qualifications:

- Excellent verbal communication
- Report writing
- Computer skills

Preference will be given to candidates with property management experience, particularly in non-profit and/or co-operative housing.

Resumes and cover letters should be forwarded by mail to:

Upper Canada Property Management
25 Imperial Street
Suite 310
Toronto, Ontario M5P 1B9
(Attention: R. West) or by email to rwest@ucpm.ca.

Deadline: Friday, August 6, 2010

HUMBERVIEW HOUSING CO-OP

Now accepting Applications for:

**1 Bedroom units: available August 1
And
September 15, 2010**

- Clean and Well Maintained Apartments
- Freshly Painted with Refinished Hardwood Floors
- Utilities, Cable and one Digital Box Included
- Indoor Parking Available
- Close to Shopping, Schools and Churches
- TTC stop in front of building
- Rooftop Patio, Laundry facilities, Children's Play Area, Common Room Rental Available
- Humber River View
- On-Site Management and Resident After Hours On-Call committee
- Free Visitor Parking
- \$866.00 per Month

**Come By for an Application
Humberview Housing Co-op
2100 Weston Road, unit 100
(south of 401)**

Email: Humber1@rogers.com

Co-Op Co-Ordinator/Manager

York Region and Toronto (East and West)

Full time and part time work available

Community First Developments Inc., is a leading property management company that is currently growing! We offer a variety of property management services in the residential, commercial and condominium markets. Established in 1995, with a focus on building healthy and supportive communities that reflect the diversity and unique character of each site; CFDI has grown to manage over 25 sites across the Greater Toronto Area.

We are looking for a Co-Op Co-Ordinator who is experienced in Co-Op site management and administration for multiple positions located in the Toronto and York Region to join our growing team.

Skills & Experiences:

- In-depth knowledge of community development, governance and organization.
- Competent in RGI subsidy and marketing of vacant units including waitlist management.
- Experience in working with members including the follow up and collection of arrears
- Proficient computer Skill; Yardi experience is considered an asset
- Excellent people and communication skills
- Excellent time management skills
- Able to maintain confidentiality with a professional business manner
- Knowledge of the York and or Toronto regulations would be an asset
- Must be able to work a flexible schedule including some evening work

Location(s):

York region and Toronto (east and west) locations

Application:

If you'd like to be a member of our growing team please send your resume to hr@cfdi.ca or fax to **416-932-9435**. Please quoting reference number CHFTCC02 in your subject line.

We thank all interested candidates. However, only applicants selected for an interview will be contacted.

Jenny Green Co-operative Homes Inc
300 George Street, Toronto, ON M5A 2N3
416-923-1691
jengreencoop@rogers.com

3 – BEDROOM UNIT AVAILABLE IMMEDIATELY

\$1,321.00 monthly

**Utilities are included. Cable and parking are extra.
No subsidy is available.**

For further information, please contact the office

Jenny Green Co-op is located near Dundas Street East and Jarvis Street and is close to the TTC, the Eaton Centre, parks, hospitals and schools. The co-op comprises one bedroom, two-bedroom and three-bedroom units, as well as two and three bedroom townhouses. Townhouses are located on the ground floor of the building and each has a small front garden. Apartments are located on the second and third floors and each has a balcony. The co-op is one of four buildings surrounding and sharing a central courtyard and play area.

July 19, 2010



Houselink Community Homes is a leader in the field of supportive housing and recovery for people living with Mental Illness. We have the following opening for individuals interested in joining our progressive workplace:

Tenancy Assistant / Accounts Receivable **Part time 1 day per week (Wednesday only)**

This position requires understanding and working knowledge of ACCPAC.

Responsibilities

Carry out assigned aspects of RGI rent collection from income verification through preparation of deposits; and data entry.

Skills, Knowledge and Experience Required

- ability to work and communicate with staff and members from diverse backgrounds
- ability to learn & implement procedures and guidelines
- ability to evaluate systems and suggest improvements
- understanding of general accounting principles and accounts receivable
- Rent Geared to Income and other relevant rent calculations
- knowledge and experience with Access and ACCPAC for Windows,
- knowledge and experience with spread sheet, word processing and data base programs

For more information about this position, see the complete job description at:
www.houselink.on.ca/career

Salary is paid hourly \$19.94 /per hour

Apply in writing, Quoting File TAR224 by August 10, 2010
Hiring Committee, Accounting Staff
Houselink Community Homes
805 Bloor Street West
Toronto, ON M6G 1L8

No phone calls please. Only those selected for an interview will be contacted.

Applications are encouraged from psychiatric survivors, Aboriginal people, people with disabilities, people of colour, women, gays and lesbians.

Call for Volunteers

Youth Safety Night

METRAC is seeking personable, engaging and enthusiastic youth to be a part of organizing and promoting Youth Safety Night 2010.

METRAC's Youth Safety Night provides an opportunity for Toronto's diverse youth to engage in meaningful dialogue about their safety needs, learn about implementing an anti-oppression approach to safety and take in inspiring speakers and riveting performances.

Responsibilities

- Distributing promotional material and outreaching at **Masala! Mehndi! Masti! on July 23rd**, **Youth Day 2010 on July 25th** and **Caribana Festival on July 31st**.
- Assisting with the set up and smooth operation of the **Youth Safety Night on October 2nd**
- Attending an **orientation meeting on July 21st or July 22nd in the evening**

Benefits

- All volunteers will be reimbursed for their travelling costs and will receive a **small honorarium for every event that they attend and support.**
- Acquire **valuable event organizing, teamwork and outreach experience.**
- Meet like minded individuals and **develop strong links with the non-profit community in Toronto**
- Acquire first hand knowledge about the safety concerns of diverse youth.

If you are looking to be involved in an innovative venture send an **e-mail** to **student2@metrac.org** by **Friday July 16th 5pm**

Note:

In the e-mail provide your **contact information and indicate which dates you are able to help out.**

Thank you for your interest!