

**Cleaning Staff- Part-time  
Upper Canada Property Management**

Cleaning Staff: Upper Canada Property Management is seeking a part time cleaner for a residential apartment building in the west end of Toronto.

Resumes and cover letters should be forwarded by fax to:  
**Upper Canada Property Management (Attention: R. West)**

Fax: (416) 481-5002  
or by email to: [rwest@ucpm.ca](mailto:rwest@ucpm.ca).

Deadline for receipt of responses is **Friday, October 14, 2011**.



*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

### Caretaker (Contract Position) Property Services (Bergamot)

YWCA Toronto is dedicated to improving the lives of women and girls. Our programs promote equality, economic security and lives free from violence. We help women and girls flee violence, secure housing, find jobs, establish their voices, enhance skills and develop confidence. We offer a range of housing options, employment and training programs, community support programs, girls' programs and family programs. We also engage in systemic advocacy.

**Reporting to** the Maintenance Co-ordinator, the Caretaker is responsible for janitorial services, light maintenance and minor repairs.

**You will have:** a generalized education at the high school level with technical training in electrical, plumbing or building maintenance; 3 to 5 years directly related experience in caretaking and general maintenance; ability to lift 25 kilograms; knowledge of cleaning products and their use; ability to work independently; experience operating buffers, steam cleaners, power washing machinery, wet and dry vacuums, floor strippers and other equipment such as snow blowers, garbage machinery; experience in minor maintenance including lock changes, minor plumbing and carpentry; completion of the Toronto Shelter Standards training; completion of WHMIS training; experience in a residential setting an asset; ability to interact with a diverse community of women and young women within shelter and housing environments. **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 (Monday to Friday, between the hours of 8:30 a.m. to 4:30 p.m.). The salary for this position is \$37,281 per annum (Level 2) (prorated to the length of the contract), plus comprehensive benefits.

**Contract Start Date:** October 24, 2011

**Contract End Date:** September 5, 2012

**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:** Thursday, October 6, 2011

**External Deadline:** Tuesday, October 11, 2011

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:** September 27, 2011

## Property Administrator – Richmond Hill

### Full Time Position

*‘Working with you to create a great place to call home!’*



Working for Community First Developments Inc. is more than just a job. We provide a supportive and attractive environment putting the needs of people first. Would you like to work for an organisation, which focuses on building healthy and supportive communities that reflect the diversity and unique character of each site? A career with Community First Developments includes:

- A rewarding career with a leading organisation that is growing!
- The chance to make a difference in people’s lives every day
- Long-term career growth
- Competitive pay and benefits

*We are looking for a Property Administrator with excellent interpersonal skills and ideally Yardi software experience, to join our growing team.*

#### Essential Skills & Experiences:

- One to three years experience in property administration; maintaining site documents, ensuring timely processing, **RGI** calculations, knowledge of filing, data entry/word processing, and third party correspondence.)
- Knowledge or experience of SHRA is paramount.
- Experience in accounting administration an asset (accounts payable / receivable, maintaining accounting files)
- Solid working knowledge of Microsoft Office Suite software including MS Excel; MS WORD, MS PowerPoint; MS Access
- College diploma in business administration, or other post secondary education in a related field
- Good organization and time management skills.
- Excellent interpersonal/communication skills. Able to effectively and professionally communicate with clients/tenants both in person and via mail / email.
- Knowledge of **Yardi** software an asset.
- **Excellent written and spoken English mandatory for the position.**

**Application:** If you’d like to be a member of our growing team please send your resume to [hr@cfdi.ca](mailto:hr@cfdi.ca) or fax to 416-932-9435.

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

## Property Manager- RICHMOND HILL

### Part Time Position

*‘Working with you to create a great place to call home!’*



Working for Community First Developments Inc. is more than just a job. We provide a supportive and attractive environment putting the needs of people first. Would you like to work for an organisation, which focuses on building healthy and supportive communities that reflect the diversity and unique character of each site? A career with Community First Developments includes:

- A rewarding career with a leading organisation that is growing!
- The chance to make a difference in people’s lives every day
- Long-term career growth
- Competitive pay and benefits

***We are looking for a Property Manager with who is experienced in non profit or co-operative housing management to join our growing team.***

#### **Essential Skills & Experiences:**

- In-depth knowledge of non profit and or co-op governance, maintenance, financials.
- Competent in RGI subsidy & marketing of vacant units including wait list management.
- In depth knowledge of the RTA, (SHRA and Cooperative Bylaws an asset).
- Familiar with various Acts & Codes, including Fire Code, Building Code, and LTB proceedings.
- Experience in working with members including the follow up and collection of arrears
- Proficient computer Skills; 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 York housing regulations would be an asset.
- Must be able to work a flexible schedule including some evening work.
- **Excellent written and spoken English mandatory for the position.**

**Application:** If you’d like to be a member of our growing team please send your resume to [hr@cfdi.ca](mailto:hr@cfdi.ca) or fax to 416-932-9435.

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

**Social Housing Services Corporation has the following position available:**

**Position: Energy Analyst**

**Reports To: Deb Thompson, Manager, Programs and Business Relations**

### Background

The Utilities Management Program (UMP) is a newly launched Green Light on a Better Environment (GLOBE) Inc. program designed to provide housing providers in the social housing sector with easy to use utility data and to encourage regular monitoring for timely and effective response to consumption fluctuations. In addition to consumption data, the housing providers will be supported by being connected to services which can support their conservation goals such as operations and maintenance strategies, capital and energy retrofits, incentive programs and training. Other goals of the program are to enhance existing multi-unit residential energy benchmark data and to document best practices with respect to collection and reporting methodologies.

### KEY RESPONSIBILITIES

#### Program Development and Delivery

- Oversee the implementation of UMP program and manage all phases of program delivery including work plan development, coordination with all partners and stakeholders and budgetary control
- Become fluent in Portfolio Manager software
- Review and select appropriate support software(s) for project as needed
- Interface with housing providers/Service Managers who are using existing utility data systems
- Collect and collate information to develop initial benchmark data
- Finalize participants and serve as participant interface

- Establish relationship with various local distribution companies (LDC) and gas partners who will support access to participant consumption data
- Collect and input utility data in Portfolio Manager
- Develop, create and distribute utility consumption, benchmark and recommendations reports to all participants
- Monitor, measure and report on results of programs in accordance with funding requirements
- Facilitate the coordination of roles and responsibilities of program delivery team across the various functional areas of GLOBE/SHSC and coordinate with program partners.
- Work with marketing and communications to develop all relevant program materials
- Travel as necessary throughout Ontario to meet with participants
- Interface and maintain positive relationships with the various boards, partners, participants and funders with interest in the program
- Meet all required reporting and deliverable deadlines
- Document through case analysis and best practice research the results of program and make recommendations for further program enhancements.
- Assist in the development of funding proposals, reports and presentations as required.
- Develop a model for ongoing program development and implementation

## ADDITIONAL RESPONSIBILITIES

### Business Development

Provide support to the Manager and General Manager of GLOBE and members of the Board of Directors in mining and securing new product and service opportunities

### Stakeholder Relations

- Represent GLOBE in all outside meetings with participants, funders, and program partners
- Develop, promote and maintain effective working relationships with participants, other housing providers, affiliated associations, positioning GLOBE and SHSC as key customer focused service providers
- Maintain up to date knowledge of the sector and energy conservation and efficiency programming through attendance at sector forums, marketing sessions and relevant workshops

#### Administration and General Support

- Provide support to the Manager and General Manager of GLOBE and members of the Board of Directors in documenting and reporting on program delivery results and presentation of new opportunities
- Related departmental administrative responsibilities as required

#### Required Skills and Abilities

- Sound understanding of energy management practices, energy management services and building science.
- Experience with energy management software
- Experience with managing utility data
- Experience with data inputting
- Good report writing skills
- Good understanding of opportunities in modifying conservation behaviour through education and outreach
- Good facilitation skills and ability to network with a diverse set of stakeholders.
- Sound policy/program development and administration skills.
- Good oral, written and interpersonal skills.
- Sound judgment, tact and diplomacy.

- Ability to work in a collaborative team environment and across organizational boundaries.
- Proficiency with Microsoft Office, including Word, PowerPoint, Outlook and Excel and comfortable learning new technical, software programs.
- Good attention to detail and problem solving skills.
- Ability to interpret strategic goals to achieve operational results.
- Ability to develop and monitor budgets.

### Qualifications

- Post-graduate degree or bachelor's degree in building science, engineering, environmental studies or a combination of education and professional work experience
- Minimum 1 year experience in project management
- Experience with data management an asset
- Familiarity with social housing and delivery of community based programming an asset.

The Energy Analyst position is a two year contract position with a possibility for renewal depending upon the status of new programs that may come on stream during the duration of the contract.

This position will require some travel throughout Ontario promoting and supporting clients and partners participating in the program.

**Please send resumes to:** Chris Lawrence: email: [clawrence@shscorp.ca](mailto:clawrence@shscorp.ca) or  
Chris Lawrence, SHSC, 390 Bay Street, Suite 710, Toronto, Ontario M5H 2Y2

# CARPENTERS LOCAL 27 HOUSING CO-OPERATIVE

280 Davis Dr., Admin. Office  
Newmarket, Ont.  
L3Y 8M6

Tel. 905-830-9822  
Fax. 905-830-9757

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September 30, 2011

## CAREER OPPORTUNITY

### CO-OP MANAGER IN TRAINING

Carpenters Local 27 Housing Co-op is looking for an individual who will be committed to developing a career in Co-op housing. We are offering a fulltime position to the right candidate, who has a post secondary education or is about to complete a post secondary education program. We would provide the successful candidate with the training they need to replace our Manager who will be retiring within the next four years.

Our vision for the first year is to begin with hands on training, learning the essentials of office administration, marketing, customer support and the difference between governance and management. During the second year, the Co-op is prepared to fund formal property management training through CHFC, IMS (or similar) and to provide the theoretical background for becoming a Co-op Manager. In the third year, the assumption of managerial responsibilities will begin and at the end of that period the successful candidate will assume the full position of Property Manager.

If you are interested in pursuing this career path you are invited to attend a meeting on October 20, 2011 in the Community Room of the Co-op at the above address. The meeting will begin punctually at 6:12 pm. At that time we will explain in more detail what our plans are, who we are looking for and why working for Carpenters Local 27 Housing Co-op is a great place to begin a career. Applications for the position will be accepted *after* the information session on October 20, 2011.

**Please RSVP to 905-830-9822 by October 19, 2011.**



# Are you an *immigrant youth* concerned about post-secondary options?

- Interested in hearing University/College representatives answer your educational questions?
- Want to talk to grads in *medicine, engineering, law and others* and find out what it took to get to where they are now?

**Then...**

## **The University & College Workshop**

**is for you!**

**To book your spot...**

E-mail: [newhorizonsyouth@gmail.com](mailto:newhorizonsyouth@gmail.com)

Facebook: "University & College Workshop"

Contact: Elizabeth at (416) 821-6064 or Stephanie at (647) 438-4674

Visit our website: [www.newhorizonshh.org](http://www.newhorizonshh.org)

**Date: Thursday October 13, 2011**  
**Time: 5:00 p.m. to 7:00 p.m.**  
**Place: Office of the Provincial Advocate for Children and Youth (401 Bay St., #2200)**  
**By TTC: Get off at Queen Subway Station. Walk 1 block west on Queen to Bay St.**

TTC tickets and light refreshments will be provided.

This event is free and is sponsored by:

New **Horizons**  
Healing & Hope

Provincial Advocate  
for Children & Youth

L'intervenant provincial  
en faveur des enfants & des jeunes

# October 2011 **Call to register today! 416.266.0303**

MON	TUE	WED	THU	FRI
3	4 Resource Centre Drop In ↓	5	6	7 Preparing yourself to get hired 1-3pm  Girls' Drop-In ↓
10 OFFICE CLOSED	11	12	13 Computer Training Workshop: Basic MS Word 1-5pm	14 Girls' Time Management Workshop 4-6 pm
17 YWCA Toronto's Week without Violence →	18	19 English Language Support Group 3-5pm	20	21 Halloween Movie Night 4-7pm
24	25 <b>RETAIL TRAINING Certificate</b> 10AM to 3PM ←→		27	28 JUMP's Week Without Violence Event—Guest Speaker 4-6pm
31 <b>Happy Halloween</b>				

## YWCA JUMP SCARBOROUGH

### HOURS OF OPERATION:

**MON, WED AND THURS 9-5PM  
TUES AND FRI 9-6PM**

### YWCA JUMP PROGRAM

*This program is designed for youth and women ages 13 and up, who are new to Canada and want to learn about employment and settlement options.*

3090 Kingston Rd.  
Suite 205  
Scarborough, ON  
M1M 1P2

### Scheduled Events:

**PREPARING YOURSELF TO GET HIRED:**

Learn tips on how to get ready to be hired. Tips on what to wear, hair, makeup etc.!

**COMPUTER TRAINING : BASIC MS WORD:**

Join us on Oct. 13 to learn the basics of

Microsoft Word, version 2007.

**GIRL'S TIME MANAGEMENT:**

Are you having trouble organizing your time for school, family and friends? Come to JUMP on Oct. 14 to learn tips on how to prioritize your time.

**ENGLISH LANGUAGE SUPPORT:**

Practice your English in a safe and comfortable space on Oct. 19.

**RETAIL TRAINING:** This 2 day workshop includes: Customer Service and Cashier Training (part 1 & 2) Join us on Oct. 25 and 26 to receive a Retail Training certificate.

**WEEK WITHOUT VIOLENCE EVENT:**

On Oct. 28 JUMP will host an evening with Theresa Toten, editor of the book "Piece by Piece: Stories about fitting into Canada". Hope to see you there!

*One-on-one support is also available by appointment.*

**Program Requirements:**

- 13+ years of age
- Landed Immigrant or Convention Refugee



3370 KINGSTON ROAD, SCARBOROUGH, ONTARIO M1M 3W7  
Tel. # (416) 269-9669 / 269-9124 Fax # (416) 269-9351

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Gardenview Housing Co-Op located at 3370 Kingston Rd. just west of Markham Rd. is presently accepting applications for Membership.

We presently have a 2 BR Unit available. Monthly Housing Charges are \$ 985.00 including utilities. Cable and Underground Parking are extra.

Gardenview Housing Co-Op is conveniently located near schools, daycare, public transit and local shopping.

Contact our Management Office at 416 269-9669 or [Gardenview\\_coop@bellnet.ca](mailto:Gardenview_coop@bellnet.ca) for applications or further details.

