

# Job Posting

## Eamon Park Housing Co-operative Inc.

### Co-op Manager

**Eamon Park Housing Co-operative** is a 136 townhouse unit housing co-operative funded under the Federal Section 95 program. The co-op is located in the Dufferin Street- Clark Avenue area of Thornhill, Ontario.

We are looking for a fulltime Co-op Manager to oversee and manage the day-to-day operations, under the direction of the Board of Directors.

#### **Responsibilities include:**

- Financial Management including operating and capital budget planning
- Property Management including long-term capital planning
- Government and Corporate Relations
- Legal Issues, Arrears and Subsidy Administration
- Working with the Agency for Co-operative Housing
- Membership and Community Development

#### **Qualifications:**

- The successful candidate will have a 3+ years' experience working in the non-profit housing sector. Experience co-ordinating and managing the operations of housing co-operative is preferred.
- Strong organizational, written and oral communication skills.
- Experience in supervising staff and overseeing contractors.
- Experience in the management of finances and operational plans.
- Proficiency in word-processing, spreadsheets, database and knowledge of NewViews accounting program.
- Knowledge of property management and co-op administration.
- Knowledge of the Section 95 program.
- 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.
- Applicant should possess excellent interpersonal skills
- A self-starter with an ability to work with limited direct supervision.

Eamon Park Housing Co-operative offers a competitive salary and a benefits package. Some evening work is required.

**Application deadline: Monday, December 17, 2018**

**Start Date: February 1, 2019**

Please send a cover letter and resume to: [hreamonparkcoop@hotmail.com](mailto:hreamonparkcoop@hotmail.com)

