

Job Posting

Heath Street Housing Co-operative Inc.

Co-op Housing Manager (Part-time)

Heath Street Housing Co-operative is a 49-unit housing co-op located in mid-town Toronto. Established in 1982, we are small, vibrant, and diverse co-operative community. We are currently hiring a *Co-op Housing Manager* to oversee the day-to-day operations of our co-op. This is a permanent, part-time position (21-25 hours/week). Some evening and occasional weekend work will be required.

In this dynamic role, you will work closely with contractors/trades, our bookkeeper, committees and the Board of Directors. You will be responsible for member/community support; property management; financial management and administration.

RESPONSIBILITIES:

Member and Community Support

Receive and respond to requests from Members and the public.

Provide information to members regarding the Co-op's principles, operations, and policies.

Facilitation of meetings, coordination of member educational events, as required.

Property Maintenance & Management

Ensure effective property Management of the co-op's two buildings and grounds.

Maintain compliance protocols including Fire & Life Safety, municipal, provincial and federal building-related codes, by-laws and legislation.

Receive and record maintenance requests and delegate work order tasks to service providers as appropriate.

Oversee the purchase of maintenance of equipment and supplies

Develop and maintain vendor, contractor and trade relationships and service agreements.

Supervise of contractors and/or staff including cleaners, maintenance workers

Implement regular inspection system and coordinate member move-in/move-out process

Financial Management:

Make purchases, monitor invoices, implement accounts payables procedures

Manage the member RGI subsidy program

Collect, deposit and track housing charges, revenue and member arrears using accounting software

Prepare and manage operating and capital budgets

Prepare monthly financial reports.

Administration

Maintain all office functions including filing systems (digital and hard copy), equipment, supplies, and office systems.

Maintain insurance program

Act as an agent of the Co-op with municipal, provincial and federal government agencies as required by the Board of Directors.

Prepare reports, communications, minutes for Board and members' meetings, attend and/or facilitate meetings and complete follow-up, as required

Assist Board and Committees with policy and procedure development

Qualifications:

Minimum of 3 years experience in co-op property management

Experience overseeing maintenance agreements, contractors and capital projects.

Strong financial skills: budgets, ability to analyze financial data and prepare financial reports.

Proficient in the use of NewViews and Microsoft Office applications.

Strong written and oral communication skills.

Demonstrated ability to work collaboratively within a diverse community context.

Experience working with, and providing support to Boards and committees.

Knowledge of property management and co-op administration principles

Knowledge of relevant legislation including Co-operative Corporations Act and Section 95 Program, OHSA, AODA, OHRA, PIPEDA.

Salary:

Heath Street Housing Co-Op offers a competitive compensation package.

Application:

Please email a cover letter and resume no later than January 25/19 to:

hshcboard@gmail.com

NO CALLS PLEASE

Heath Street Housing Co-op is committed to reflecting diversity of our community. We encourage applicants who reflect Toronto's ethnic and cultural diversity. We welcome applications from all qualified candidates.

Accommodation will be provided upon request.

We thank all applicants; however only those selected for an interview will be contacted.