

## Own Housing Co-operative Manager

**OWN Housing Co-operative** is seeking a **Full-Time Housing Manger** for a 142 Unit Housing Co-operative in downtown Toronto.

Reporting to the Co-operative Board of Directors, the Manager will be accountable for the Management of the Co-operative's Operations and Supervision of Office Staff

The Successful Candidate will have the following Skills and Responsibilities

- Strong interpersonal skills
- Ability to work with a diverse population, mainly Seniors
- Five (5) or more years in a Residential Cooperative Setting
- Excellent Organizational Skills , Time Management and Problem Solving Skills
- Able to work effectively as a Team Leader using a Cooperative Style of Management with Staff and the Board
- Ability to create a harmonious work environment and build Community Relations with members
- Manage the Co-operatives Finances
- Knowledge of Basic Accounting Principles. Ability to read and prepare financial statements
- Ensure the Co-operative meets its legal obligation in a timely manner
- Support the Board and Membership to deliver Effective Governance
- Proficient with computer software programs including Word, Excel, NewViews2, HM Worx
- Experience with Rent-Geared-to-Income Program Administration
- Research, write, and obtain funding for a variety of Cooperative Programs
- Diplomacy, Patience and Flexibility in dealing with Members' problems and situations
- Knowledge of The Residential Tenancies Act, Housing Services Act, Co-operative Corporations Act

The Candidate should enjoy taking a methodical approach to their work, co-ordinating and supervising the work of committed Staff and a Volunteer Board of Directors.

**Security clearance will be required.**

Some evening and weekend work is required. The co-op offers a competitive salary and an excellent benefits package.

**If interested, please apply by email no later than Monday July 15<sup>th</sup> 2019, 4:00 p.m. [hiring.own@gmail.com](mailto:hiring.own@gmail.com)**

We sincerely appreciate the interest of all applicants. However, we will only contact those who are selected for an interview.