



Co-op Housing Manager (Part-time)

Three Street Housing Co-operative is a **37-unit** housing co-op located in Toronto's Cabbagetown neighbourhood. 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 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. 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 three 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 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, manage account payable procedures. Manage the co-op's subsidy program. Collect, deposit and track housing charges, revenue and member arrears using accounting software. Prepare and manage operating and capital budget with our bookkeeper.

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 the Board and members' meetings, attend and/or facilitate meetings and complete follow-up, as required.

Assist the 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 skill: 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.
- Demonstrate abilities to work collaboratively within a diverse community context; Experience working with, and providing support to the Board and communities. 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, RTA and PIPEDA.

Salary: Three Streets Co-operative offers a competitive compensation package.

Please email a cover letter and resume no later than 15 September 2019 to:

threestreetscoop@rogers.com.

Attention: Hiring Committee

No Calls Please

Three 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.

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