

Harbourside Co-op

MANAGER – 35 HOURS A WEEK

Harbourside co-op is a 55-unit Section 95 housing co-op located in the Bathurst Quay area of Toronto. The co-op is a mixture of two storey townhouses with walk up apartments on the 3rd floor.

We are a diverse and financially stable co-operative community with many long-term resident members.

The co-op is hiring a manager to start at as soon as possible. The co-op currently has a full-time maintenance worker and a contract bookkeeper who also support the office.

The manager must be available during regular business hours, with occasional evening work to support the Board of Directors and/or deal with emergencies.

Responsibilities

- Provide general management and support to co-op members and the Board of Directors.
- Ensure that all Corporate and Legal obligations are complied with.
- Financial Management
 - Manage subsidy calculations, audit preparation, accounts receivable and payable, etc.
 - Prepare annual budget with the support of the Finance Committee.
- Maintenance
 - Supervise the maintenance worker, participate in annual inspections, work with contractors and engineers, and facilitate long-term maintenance projects.
 - Ensure co-op is compliant with all regulatory bodies.
- Manage the member waitlist and support the Membership Selection committee.
- General office administration activities.

Qualifications

- Computer Skills – MS Word, Excel, Google Docs, ability to work with New Views for Non-Profits doing day to day entries.
- Financial skills – Day-to-day and long-term financial planning.
- Ability to manage contractors and tradespeople, and work with volunteer committees.
- Ability to execute long term capital plans.
- Excellent oral and written communication skills.
- Excellent organizational skills and the ability to manage competing priorities.
- Experience managing Rental Assistance Programs an asset.
- Experience in the Co-op sector, Section 95 co-ops in particular an asset.

Compensation

Salary Range: \$55,000 – 70,000 (commensurate with experience)

Benefits: Comprehensive Health and Dental Benefits are provided via Co-Operators.

Deadline: August 31, 2022. Please email a resume with a cover letter to hiringscommittee@gmail.com with “Manager Application” in the subject line.