

## **JOB POSTING**

### **Capital Project Coordinator**

**Organization: Woodsworth Housing Co-op**

**Deadline: 05/31/2022**

Woodsworth Co-op is seeking an experienced person to coordinate our 2022/2023 capital repair projects. This is a one year contract, approximately 14-21 hours per week.

Reporting to the Board of Directors, the Capital Project Coordinator will work with the co-op's manager, our engineering firm and various contractors.

#### Job Description:

- Oversee assigned projects
- Coordinate the various facets of all the co-op's capital project
- Liaise with the co-op Manager, our engineering firm, contractors and the Board's capital project liaison
- Create a Calendar for Routine Maintenance of co-op infrastructure as outlined in our BCA
- Create a system for tracking completed capital projects
- Provide biweekly updates for the Board of Directors
- Attend board meetings from time to time (virtual during the pandemic)
- Attend member meetings/forums from time to time (virtual during the pandemic)

#### Qualifications:

- Two to five years experience in this or similar field
- A college diploma or university degree in business administration or public administration, or equivalent
- Strong organizational and communications skills is essential
- Excellent presentation skills

Salary Range: \$30 - \$35 per hour, commensurate with experience

Deadline: May 31, 2022

Please submit your letter of application and resume as one document to [board@woodsworthcoop.ca](mailto:board@woodsworthcoop.ca)

Woodsworth Housing Co-op was built in 1979 and it is located in the St. Lawrence neighbourhood in downtown Toronto. Our co-op is a diverse community, and it includes a mid-rise building with 124 apartments and 70 townhouses.