

Job Posting

Maple Glen Housing Co-operative

Part Time Manager

Maple Glen Housing Co-operative is a 39-unit housing co-op funded under the Housing Services Act. We are looking for a manager for 21 hours per week to oversee and manage the day-to-day operations under the direction of the Board of Directors. These hours include attendance at board meetings and members' meetings. We are looking for an approachable and adaptable person for our diverse community.

Responsibilities include

- Financial and property management
- Government and corporate relations
- Legal issues, arrears and subsidy administration
- Membership and community development
- Supervision of maintenance staff

Qualifications

- A minimum of 2-4 years experience managing the operations of a housing co-op.
- Strong organizational, written, and oral communication skills.
- Experience in supervising staff and overseeing contractors.
- Strong skills in the management of finances and operational plans.
- Proficiency in Microsoft software, NewViews.
- Knowledge of property management and co-op administration.
- Knowledge of the Housing Services Act and the Co-operative Corporations Act.
- Experience in acting as a resource and support for the Board of Directors and committees.
- Ability to work with volunteers in a diverse community.
- Experience writing and administering grant proposals would be an asset.

Salary range: \$32,000-\$40,000 depending on experience

Application deadline: Friday December 6, 2024

Start date: January 6, 2025

Please send a cover letter and resume to

Maple Glen Housing Co-operative
c/o Naomi Cho
naomi@coophousing.com

We appreciate all applications.
Only applicants selected for an interview will be contacted.