

NEILSON CREEK HOUSING CO-OPERATIVE INC.

Job Posting – General Manager

Neilson Creek Housing Co-op is comprised of 104 townhomes. We are located in east Scarborough and are 45 years old.

We provide high quality, affordable, and safe housing. We are committed to maintaining high quality affordable housing through democratic governance, long term planning, member contributions, and an effective General Manager and supporting staff.

Position

We are seeking an experienced General Manager to oversee the day-to-day operations of the Co-op and to support the Board of Directors, committees, members, and other staff. The position requires working 37.5 hours per week, including one evening per week and accepting after hours e-mails and the occasional after-hours phone calls.

Overall, you will provide expert financial oversight, operational leadership, and ensure that the community operates with excellence, compliance and a commitment to member well-being.

The General Manager reports to the Board of Directors and is responsible for executing Board directives.

Responsibilities

- Oversee daily co-op operations and ensure compliance with by-laws, policies and relevant legislation.
- Manage the Co-op's financial operations including budgeting, financial controls, investments, reporting, member account and work with the Co-op's bookkeeper and auditor.
- Accounts payable and receivables as well as financial reporting.
- Rental assistance program (Section 95).
- Oversee, monitor, and collect arrears and non-payments.
- Oversee capital projects in collaboration with staff, consultants and engineers.
- Prepare bi-weekly reports and updates for the Board.
- Maintain regular communication with Board members, with a focus on those assigned to relevant committees.
- Oversee internal and external waitlists, move in/outs, membership matters.
- Support and contribute to member communication as well as the committees.
- Oversee all property maintenance, repairs, and work orders in collaboration with maintenance staff. Ensure work is completed efficiently and to a high standard. Assist with the planning and execution of capital projects and unit repairs, and promote a supportive, high-performing team culture.
- Ensure compliance with employment laws and WSIB.
- Maintain administrative systems, databases, and record keeping.

Qualifications

- Post-secondary education or equivalent combination of experience including a minimum of 5 years' experience in co-operative/non-profit residential property management.
- Demonstrated ability working with Boards, staff, committees and members.
- Ability to work with volunteers in a diverse community.
- Knowledge of CMHC's Section 95 program.
- Demonstrated expertise with NewViews.
- Understanding of Ontario legislation affecting Co-ops (Co-op Corporations Act).
- Strong organizational, written, and verbal communication skills.
- Proficiency in Microsoft 365.
- Past experience assisting in the planning and execution of major capital projects.
- Experience working with auditors, engineers, contractors, legal counsel, members & staff.

Salary

- Salary starts at \$75,000 and is negotiable based on experience.

A Police check will be required upon hiring.

The Co-op offers a comprehensive Co-operators benefits package after 3 months of employment and a probation period of 6 months.

DEADLINE

Please submit a cover letter and resume to: hire@neilsoncreek.com

We are planning for interviews to start on Monday, May 4, 2026 and hire as soon as possible.

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