

## • CHFT is hiring!

<b>Position:</b>	Co-op Advisor
<b>Reports to:</b>	Executive Director
<b>Salary:</b>	\$58.98/hour as set out in a Collective Agreement with Unifor
<b>Benefits:</b>	excellent health and pension plans
<b>Work week:</b>	35 hours, including frequent evenings and some weekends
<b>Remote working:</b>	This position requires at least 2 days/week of in office working at CHFT's Pape and Danforth location in Toronto
<b>Start date:</b>	Aug 4, 2026
<b>To apply:</b>	Email a cover letter & resume to <a href="mailto:celia@coophousing.com">celia@coophousing.com</a> by 4 pm, June 12, 2026.

*If you use AI to develop your application, please explain in your cover letter how you used it and why.*

### **Duties include:**

- responding to enquiries from co-op boards, staff, and members on a variety of governance and management issues
- attending and/or chairing board, committee, and members' meetings in person or virtually as required
- working closely with co-ops in difficulty to provide intensive support to stabilize the community
- participating in the development and delivery of CHFT workshops
- attending regular meetings with funding and regulatory bodies

### **Qualifications**

- Direct experience with at least two of the following: community development; governance support including meeting chairing; workshop design and delivery; financial analysis; and residential building management
- ability to work on a large number of projects independently and to consult with senior management on matters of risk – legal, reputational, relationship – as necessary
- strong Office 365 skills
- good written and oral communication skills
- preference given to candidates:
  - with at least 7 years’ work experience, preferably in a non-market housing environment;
  - with experience working in non-profit organizations; and
  - who have lived or worked in a housing co-op

*CHFT recognizes its members represent diverse communities and welcomes and encourages, in particular, applications from people with disabilities. This variety of skills, experiences, backgrounds, abilities, ideas, and identities is the strength of co-op housing.*

*Accommodations are available on request for candidates taking part in all aspects of the selection process*