

Cole Road Housing Co-operative

Position: Administrator (Part-time role)

Location: Guelph, Ontario

Deadline: May 26, 2026

ABOUT US

Cole Road Co-op was incorporated in July 1990, with the first members moving into their homes on June 1, 1991. We are a Housing Services Act (HSA) Co-operative and one of six housing co-operatives located in the City of Guelph. Of these six co-ops, Cole Road is the third oldest and second largest.

We are a very diverse community made up of 82 townhouse units. We are a centrally located community close to parks, nature trails, post office, shops, grocery stores, schools, library, restaurants and more! We are also close to the University of Guelph and we are near many bus routes.

Cole Road Housing Co-operative is a member co-op of the Central Ontario co-operative Housing Federation (COCHF) and the Co-operative Housing Federation of Canada (CHF CANADA). The daily operation of the co-op is led by the Co-op Manager, the supervisor for this role. This staff team of two people are accountable to a board of directors.

About the Role:

The Administrator provides general administrative, operational, and financial support for the operation of the housing co-op. The Administrator works within the guidelines, bylaws, and co-op procedures to ensure financial, maintenance, and administrative coordination tasks are complete and accurate. This role is supervised by the Co-op Manager and acts as a support to both the Co-op Manager and the Board of Directors to ensure effective ongoing operations.

Hours of Work

15-24 hours per week onsite.

Occasional evening and weekend meetings as required by the Co-op Manager and Board.

Corporate Responsibilities:

- Maintain corporate records of the co-op as required by the Co-operative Corporations Act of Ontario (the Act).
- File reports and notices with government agencies as required.

- Administer the co-op by-laws, policies, and procedures and act as an agent of the Board in legal proceedings and with government agencies, auditors, community and sector organizations.
- Liaise with the co-op lawyer and paralegal services as directed.
- Prepare statistical reports as requested for government agencies, Board, etc.
- Prepare meeting packages for Board and member's meetings, in consultation with the Co-op Manager.
- Attend Board meetings and member's meetings to take minutes and make reports as required.
- Negotiate and prepare contracts for review by the Co-op Manager for authorization and execution.
- Research, plan, and assist in the initiation of new services and programs for members, as directed by the Co-op Manager.
- Represent the co-op at sector events and meetings as requested.

Office Administration:

- Keep open office hours as scheduled to connect with members and respond to in-person inquiries.
- Act as first point of contact for all internal and external inquiries.
- Receive all incoming mail and post all outgoing mail.
- Maintain all administrative files for the co-op.
- Ensure security of records and provide recommendations for ongoing security measures for documents and digital information.
- Maintain all keys and access records for the co-op.
- Ensure that all by-laws, policies, procedures, agendas, reports, and minutes are properly maintained.
- Prepare and distribute general communication items to the membership as approved by the Co-op Manager.
- Maintain a clean and tidy office environment, order supplies, organize regular maintenance on office equipment, and prepare the facility for meetings and events.

Financial Management:

Housing Charges, Arrears and Other Member Payments

- Post monthly housing charge invoices into an Information Management System. (IMS)
- Collect all monthly housing charges and deposit them into the Credit Union chequing account promptly.
- Post monthly housing charge receipts into the IMS.
- Monitor and follow up on arrears. Send out monthly account statements to members in arrears. Send late payment and NSF notices as required. Meet with the Board of Directors monthly.

- Prepare a monthly arrears reports for the Board.
- Calculate and collect security deposits on move-in. Repay security deposits on move-out, less any arrears or maintenance charges. Keep an up to date log of current security deposits, new security deposits charged and refunds given.
- Pursue delinquent accounts and send designated arrears to the collection agency or to Small Claims Court, as instructed by the Board.
- Prepare arrears reporting to the County of Wellington when required.

Invoices and Payments

- Post all invoices received from vendors into the IMS.
- Pay all bills promptly when due and ensure that all cheques are signed by two signing officers.
- Administer the co-op's petty cash.

Subsidy Administration

- Using the IMS, administer the geared-to-income assistance program in accordance with the Project Operating Agreement and other applicable government agreements.
- Process subsidy applications, obtain income verification, and generally ensure that all requirements for assistance are met.
- Ensure that all RGI members comply with their annual income verification obligations.

Reporting

- Work with the bookkeeper to prepare monthly income, balance, and arrears statements for the Board under the direction of the Co-op Manager.
- Ensure that all corporate and financial obligations are met.
- Meet on a monthly basis with the co-op's bookkeeper to ensure that the bank account is reconciled.
- Ensure that all reports required by the County of Wellington and other government agencies are completed and submitted on time.

Operating and Capital Budgets

- Establish and oversee budgeting procedures, investment and reserve funds in conjunction with Board and Treasurer.
- Assist the Co-op Manager, the Treasurer and the Board with preparation of the annual operating and capital budgets.
- Present the budgets to the members at the annual budget meeting.
- Interpret budgetary information to the Finance Committee, Board of Directors and the General Membership.

Annual Audit

- Ensure the co-op's auditors have all the information and documents needed to complete the annual audit.

- Provide updates and ongoing communication to the Co-op Manager regarding the audit process.

Maintenance Coordination:

- Monitor and maintain ongoing maintenance request and activity logs.
- Provide maintenance summaries, financial estimates, and activity reports for presentation to the Board of directors.
- Conduct unit inspections as necessary and needed, ensuring timely follow-up for any related issues.
- Participate in emergency maintenance coordination for the co-op site.

Qualifications:

- Possess a certificate/diploma in basic accounting or financial administration or equivalent of 5+ years of financial administration experience
- Experience in providing services and interacting with client groups in an onsite setting
- Working knowledge of MS Office Suite and NewViews (or comparable accounting software)
- Proven ability to work independently and adapt to changes in plans and priorities in the workplace setting
- Demonstrated competencies in interpersonal communication skills, customer service, problem solving, and decision making
- Working knowledge of AODA, WSIB, and related legislation/programs in Ontario
- Work experience in a social housing environment, HSA co-op, co-operative housing, or property management is desirable

This is a permanent, part-time salaried position located in Guelph, Ontario with a competitive salary based on experience and qualifications. Cole Road Housing Co-operative is committed to diversity in its governance and its staffing.

The deadline for applications is May 26, 2026. We thank all applicants for their submission but only those candidates selected for an interview will be contacted. No phone calls please. Interested candidates should submit their resume and a covering letter by e-mail to admin@soniabyrne.com