



# Co-op Housing Land Trusts

BATHURST QUAY • COLANDCO • NAISMITH NON-PROFIT  
HOUSING CO-OPERATIVE • TENANTS NON-PROFIT  
REDEVELOPMENT CORPORATION

## Administrative Assistant

### Co-op Housing Land Trust (CHLT)

**Location:** Toronto & Scarborough (In-Person)

**Hours:** 35 hours/week (occasional evenings and weekends)

**Salary:** \$50,000–\$55,000 plus benefits

**Closing Date:** July 7, 2026

#### About CHLT

The Co-op Housing Land Trust (CHLT) has been supporting affordable co-operative housing across Southern Ontario for 40 years. With more than 10,000 residents living in our co-op communities, we are committed to preserving affordable housing and building strong, sustainable communities.

#### Position Summary

We are seeking an organized and customer-focused Administrative Assistant to support the day-to-day operations of our housing co-operatives. Reporting to the Property Manager and Manager of Land Trust Properties, this position provides administrative, financial, and member service support.

#### Key Responsibilities

- Respond to member inquiries by phone, email, and in person.
- Maintain member, contractor, and corporate records.
- Prepare notices, letters, reports, and meeting materials.
- Coordinate and track maintenance work orders and follow up with contractors.
- Process housing charge payments, invoices, and receipts.
- Assist with Rent-Geared-to-Income (RGI) administration.
- Support board and member meetings, including minute-taking.
- Assist with membership applications, waiting lists, move-ins, move-outs, and unit inspections.



# Co-op Housing Land Trusts

BATHURST QUAY • COLANDCO • NAISMITH NON-PROFIT  
HOUSING CO-OPERATIVE • TENANTS NON-PROFIT  
REDEVELOPMENT CORPORATION

## Qualifications

- Minimum 3 years of administrative experience.
- Strong communication, customer service, and organizational skills.
- Proficiency in Microsoft Office 365.
- Ability to manage confidential information and multiple priorities.
- Experience in housing, property management, co-ops, or RGI administration is an asset.

## Why Join CHLT?

- Meaningful work supporting affordable housing.
- Competitive salary and benefits.
- Collaborative team environment.
- Professional development opportunities.

## How to Apply

Please submit your resume and cover letter by **5:00 p.m. on July 7, 2026**, to:

**Emily Ramirez**

[landtrusts@coophousing.com](mailto:landtrusts@coophousing.com)

CHLT is an equal opportunity employer committed to diversity, equity, and inclusion. Accommodation is available upon request throughout the recruitment process.