



Co-op Housing Land Trusts

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

Property Manager Co-op Housing Land Trust (CHLT)

Location: Toronto and Scarborough (In-Person)

Hours: 35 hours per week, including occasional evenings and weekends

Salary: \$75,000–\$80,000 annually plus benefits

Closing Date: July 7, 2026

About CHLT

The Co-op Housing Land Trust (CHLT) has been supporting and preserving affordable co-operative housing across Southern Ontario for 40 years. Today, more than 10,000 residents live in our co-op communities. As our portfolio continues to grow, we are seeking an experienced and community-focused Property Manager to help support the long-term success of our housing co-operatives.

The Opportunity

Reporting to the Manager of Land Trust Properties, the Property Manager is responsible for the operational, financial, and administrative management of assigned housing co-operatives. This position works closely with co-op Boards of Directors, members, contractors, and external stakeholders to ensure effective property management, regulatory compliance, financial sustainability, and strong governance practices.

Key Responsibilities

Property Operations & Asset Management

- Oversee the day-to-day operations of assigned housing co-operatives.
- Coordinate maintenance activities, work orders, contractor services, inspections, and unit turnovers.
- Develop and implement preventive maintenance programs.
- Monitor building conditions and assist with capital planning and project coordination.
- Ensure compliance with health and safety requirements and applicable legislation.



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Financial Management & RGI Administration

- Preparing and monitoring operating and capital budgets.
- Monitor financial performance, arrears, vacancies, and internal controls.
- Oversee Rent-Geared-to-Income (RGI) administration, annual reviews, and subsidy compliance.
- Prepare financial and operational reports for Boards, funders, and management.
- Support annual audits and financial review processes.

Governance & Member Services

- Support Boards of Directors in governance, policy development, and decision-making.
- Attend and facilitate board, committee, and members' meetings as required.
- Prepare reports, correspondence, notices, and meeting materials.
- Oversee membership administration, including applications, orientations, waitlists, and occupancy processes.
- Foster positive member relations and assist in resolving community concerns and disputes.

Leadership & Compliance

- Supervise and support administrative staff.
- Ensure compliance with co-op by-laws, policies, funding agreements, and legislative requirements.
- Liaise with auditors, legal counsel, service managers, consultants, and contractors.
- Contribute to organizational initiatives, strategic planning, and continuous improvement efforts.

Qualifications

- 5–7 years of experience in residential or non-profit property management.
- Strong knowledge of building operations, maintenance, and project coordination.
- Demonstrated experience in budgeting, financial analysis, and reporting.
- Excellent communication, leadership, organizational, and conflict-resolution skills.
- Proficiency in Microsoft Office 365 and property management software.
- Ability to manage multiple priorities in a fast-paced environment.



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Preferred Qualifications

- Experience in co-operative or non-profit housing.
- Experience administering Rent-Geared-to-Income (RGI) programs.
- Knowledge of community housing legislation and funding programs.
- Experience working with volunteer Boards of Directors.
- Familiarity with HM Worx, New Views, or similar property management and accounting systems.

Why Join CHLT?

- Make a meaningful impact in the affordable housing sector.
- Work with diverse and vibrant co-operative communities.
- Competitive compensation and benefits package.
- Supportive, collaborative, and mission-driven work environment.
- Opportunities for professional growth and development.

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

The Co-op Housing Land Trust is committed to fostering an inclusive and equitable workplace. We welcome applications from individuals of all backgrounds and lived experiences. Accommodation is available throughout the recruitment process upon request.