

Woodsworth Housing Co-op General Manager

Downtown Toronto

Are you a collaborative, organized, and community-minded leader who thrives in a role with variety, responsibility, and purpose? We are seeking a **General Manager** to oversee the day-to-day operations of our housing co-op, support the Board of Directors and membership, and help ensure our community remains well-managed, financially sound, legally compliant, and welcoming for all residents.

About the Role

The General Manager is responsible for the overall administration and operation of the co-op, working under the direction of the Board of Directors. This is a dynamic leadership role that combines office administration, staff supervision, financial oversight, property management, governance support, and member service. The successful candidate will play a key role in helping the co-op operate effectively while maintaining strong connections with members, contractors, service providers, and the broader co-op community housing sector. This is a full-time, onsite position (37.5 hour per week) with some evening and emergency support work required.

Why Join Us?

- Competitive salary (\$90,000 to \$110,000)
- Benefits
- RRSP contribution
- Free onsite parking
- Opportunity to play a leadership role in a community-based housing organization
- Meaningful work that supports strong governance, stable housing, and resident well-being
- A varied and engaging position with responsibility across operations, finance, property, and member relations
- Close collaboration with a committed Board of Directors, staff, contractors, and community partners
- The chance to make a visible impact on the success and sustainability of the co-op
- The chance to attend the Cooperative Housing Federation of Canada (CHFC) annual conference
- Paid training opportunities

Position Summary

Reporting to the Board of Directors, the General Manager oversees the co-op's daily operations and ensures that administrative, financial, legal, maintenance, occupancy, and governance functions are carried out effectively. The Manager acts within delegated authority on behalf of the co-op, supervises staff, coordinates with external contractors and service providers, and supports both the Board and the membership in maintaining a well-run and fully occupied housing community.

Key Responsibilities

- Oversee the daily administration of the co-op office and its systems
- Oversee maintenance operations and coordinate with the maintenance manager regarding property maintenance, repairs, inspections, contractor relationships, and health and safety compliance
- Manage and support staff (on behalf of the Board and in compliance with co-op bylaws and procedures)
- Ensure effective communication with members, the Board, committees, and external partners
- Attend regular Board meetings and support meeting preparation, documentation, and follow-up
- Maintain corporate records, member records, and administrative procedures
- Help ensure compliance with applicable legislation, by-laws, contracts, leases, and program requirements
- Liaise with legal counsel, housing agencies, insurers, and municipal service providers as needed
- Oversee financial administration, controls, reporting, and collection processes in coordination with contractors and the Board
- Support administration of subsidy programs, including applications and annual reviews
- Help develop maintenance plans, capital plans, and related budgets
- Support the membership process, occupancy and unit allocations by responding to inquiries, coordinating applications, managing waiting lists, and helping minimize vacancy loss
- Coordinate move-ins, move-outs, internal transfers, and new member orientation

- Support strong governance by assisting with AGM and member meetings, board orientation, planning, and communication with members

What You'll Bring

- Strong administrative and organizational skills
- Experience supervising staff and coordinating multiple priorities
- Knowledge of office operations, contractor coordination, and recordkeeping
- Knowledge of maintenance and building operations
- Sound judgment and the ability to work effectively within policy, by-laws, and delegated authority
- Experience supporting boards, committees, or member-based organizations
- Understanding of financial administration, reporting, and internal controls
- Ability to manage confidential information with professionalism and discretion
- Strong communication and relationship-building skills
- Ability to work independently while collaborating effectively with a Board of Directors, staff, members, and service providers
- A commitment to safe, well-managed, and community-focused housing operations

Preferred Background

- Experience in co-op housing, non-profit housing, property management, or community-based organizations
- Familiarity with subsidy administration, occupancy coordination, and member relations
- Experience working with contractors, legal representatives, bookkeepers, and accountants
- Knowledge of governance practices in co-operatives, non-profits, or member-led organizations
- Understanding of applicable housing, privacy, health and safety, and corporate compliance requirements
- Facilities Management Certification (FMC)

To Apply

If you are a capable and community-oriented professional looking for a meaningful leadership opportunity, we encourage you to apply. Please submit your resume and a brief cover letter outlining your relevant experience and interest in the role to alyssa.deonarine@kathbern.com

We encourage applications from candidates of all backgrounds and lived experiences. Accommodation is available upon request for candidates taking part in all aspects of the selection process. Artificial intelligence may be employed in evaluating candidate qualifications.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.