

## Woodsworth Housing Co-op: Administrative Assistant

Our housing co-op is looking for a front-line administrator. This person will be working under our General Manager, as well as coordinating with our Maintenance staff and our Board of Directors. Duties include general reception and in-person contact with members, liaison with contractors, bookkeeping, report generation and support.

The ideal candidate will have work experience in co-operative or non-profit housing, good people skills, some knowledge of building maintenance (e.g. plumbing, HVAC, general contracting), experience with basic office technology (word processing, spreadsheets, etc.) and good basic bookkeeping/accounting skills and experience with accounting software. Experience with co-op operations, such as Rent Geared to Income (RGI) administration is desirable.

This is an opportunity to take on a diverse, stimulating position, while furthering the co-operative housing model and working with a small, energetic team in a well-established institution.

### Terms

- ▶ **Location:** Downtown Toronto
- ▶ **Hours:** 37.5 hours on-site, plus several evenings per month and occasional emergency availability
- ▶ **Salary:** (\$65,000 to \$75,000), plus benefits package. Co-op funded training opportunities, including attendance at courses and events hosted by the Cooperative Housing Federation of Canada (CHFC).

### Key Responsibilities

- ▶ General reception including greeting visitors or contractors; answering phones; handling correspondence and email; photocopying and data entry.
- ▶ Maintain records including member files, supplier and contractor files, inventories, etc.
- ▶ Assists in the membership process, including maintaining waiting lists.
- ▶ Create and distribute documents such as notices to members.
- ▶ Key control procedures including distributing keys and fobs to members.
- ▶ Perform basic bookkeeping, including accounts payable/receivable, bank deposits.
- ▶ Assist at members and Board of Directors meetings, as well as with budget and audit processes.

### What You'll Bring

- ▶ Strong administrative and organizational skills

- ▶ Experience coordinating multiple priorities
- ▶ Knowledge of office operations, contractor coordination, and record keeping
- ▶ 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 the General Manager, 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, and/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

## **To Apply**

If you are a capable and community-oriented professional, we encourage you to apply. Please submit your resume, and a brief cover letter outlining your relevant experience and interest in the role, to [apply@woodsworthcoop.ca](mailto:apply@woodsworthcoop.ca)

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.

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