

August 4, 2026

Co-ordinator, Special Projects

Co-operative Housing Federation of Toronto (CHFT)

Location: Greater Toronto Area, primarily in Toronto & Scarborough (Hybrid)

Hours: 28 hours/week (occasional evenings and weekends)

Salary: This position is part of a Unifor bargaining unit. The collective agreement sets the salary as of September 1, 2026 for this position at \$67,922.40. Compensation also includes generous health benefits and a pension plan.

How to Apply: Submit your resume and cover letter by **5 p.m. on August 19, 2026**, to reception@coophousing.com If you've used AI in your resume or cover letter or both, please explain in your cover letter how and why.

Start Date: mid-October 2026

Remote Working: This position requires working in-person at least 2 days per week at CHFT's Toronto office at Pape Avenue and Danforth Avenue. Additional in-person work is required on an as-needed basis at various housing co-ops across the GTA.

About CHFT

Established in 1974, the Co-operative Housing Federation of Toronto (CHFT) is a member-supported organization representing more than 50,000 people living in more than 180 non-profit housing co-operatives located in Durham, Toronto and York Region.

CHFT provides education, advice and member services to its member housing co-ops. CHFT also helps preserve and develop affordable co-op housing through its Co-op Housing Land Trusts (the Land Trusts).

The Land Trusts were established 40 years ago. There are 31 housing co-ops in their portfolio, located across Southern Ontario.

Position Summary

CHFT is seeking an experienced and collaborative Co-ordinator, Special Projects to support special projects within CHFT. The position will be focused initially on supporting two projects:

capital projects/asset management at co-ops, and Service Agreement negotiations between co-ops and their Service Manager. The position will provide support to additional special projects in the Co-op Housing Land Trusts over time.

Reporting to the Executive Director, this position provides technical, administrative, and co-op communications support to senior staff and management.

General Responsibilities – Special Projects

- Provide technical, administrative, and communications support to CHFT staff and management for special projects.
- Assist with preparing and delivering special project briefing materials for senior management and funding bodies, such as reports and presentations.
- Assist with preparing and delivering education materials related to special projects such as workshops, information sessions and written resources for co-op boards, members.
- Assist with gathering, organizing, and maintaining documentation from Land Trust co-ops.
- Support sector meetings, land trust activities, and public/community events as assigned.
- Perform other related duties as assigned.

Key Responsibilities Related to Specific Projects

1. Co-ordination of Land Trust Capital Projects and Asset Management

- Work with CHFT staff and management in co-ordinating Land Trust co-op capital repairs, maintenance, and improvement projects, including:
 - Assist with co-ordination of contractors, consultants, and co-op representatives during active projects and operational activities.
 - Support Land Trusts Lead – Capital Projects and Manager of Land Trust Properties with property inspections, unit inspections, access co-ordination, deficiency reviews, and third-party site visits.
 - Support site-related communication, scheduling, follow-up items, and co-ordination between project stakeholders.
 - Arrange site meetings as needed and take meeting minutes.
 - Assist with the collection, organization, and tracking of project documentation, consultant reports, invoices, inspection notes, and site-related records.
 - Provide general operational and project-related support to Land Trust co-ops as assigned.

2. End of Mortgage (EOM) Co-ordination

- Work with CHFT staff and management in assisting co-ops with their negotiations of Service Agreements at the end of their mortgage, including:
 - Liaise between co-ops approaching EOM and CHFT and/or the Land Trust for co-ops that have completed their mortgage, are approaching the end of their mortgage, and/or co-ops requiring assistance related to post-mortgage matters.
 - Arrange and attend virtual and in-person EOM-related meetings, discussions, consultations, and take meeting minutes. Arrange follow-up activities as needed.
 - Assist with gathering, organizing, and tracking documentation as well as preparing reports required in preparation for EOM planning and Service Agreement negotiations and post-mortgage related matters.
 - Act as a liaison between CHFT, co-op representatives, consultants, sector stakeholders, and municipal Service Managers related to EOM matters.
 - Help manage follow-up activities related to EOM planning.

Qualifications

- 5 years experience in project co-ordination, housing administration, property management, construction co-ordination, co-operative and/or community housing management, or related fields.
- Comfortable working in active construction, renovation, and occupied housing environments.
- Strong organizational, communication, and co-ordination skills.
- Ability to work in a team environment.
- Ability to understand and review technical documentation such as Building Condition Assessments (BCAs), engineering reports, consultant reports, project specifications, and tender-related documents.
- Ability to manage multiple priorities such as projects, schedules, meetings, follow-up items and their applicable deadlines.
- Experience coordinating among consultants, contractors, co-op boards, or external stakeholders.
- Experience working with basic financial information, such as the ability to review and track budgets, invoices, contribution allocations, and project-related financial documentation.
- Strong proficiency in Microsoft Office 365.
- Ability to prepare and distribute meeting invitations, coordinate virtual and in-person meetings, take meeting minutes, and manage meeting logistics such as online meeting

platforms, preparing and distributing meeting materials and scheduling meetings.

- Experience in co-operative and/or community housing operations, capital projects, construction management, affordable and/or community housing, the *Housing Services Act, 2011* and/or End of Mortgage (EOM) matters is considered an asset.
- Preference given to candidates with experience living or working in a housing co-op.

Why Join CHFT?

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

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