

Co-op Housing Administrator

Permanent, Part-time, Onsite

Beaver Hall Artists' Co-op

Toronto, Ontario M5T 1V7

Job description

Beaver Hall Artists' Co-operative is a 24-unit, live-work building designed to meet the needs of working visual artists. We currently have an opening for a permanent, part-time co-op housing administrator.

Job Type: Onsite, Part-time (21 hours/week)

Work days: Three days

Compensation: \$40/hour

Location: Downtown Toronto

Start date: mid-December

Deadline to apply: 31 October 2026

Responsibilities:

Reporting to the board of directors, the co-op housing administrator is responsible for the management of the building, liaising with our commercial tenant, and providing support to the board and co-op members.

Duties include:

- Managing the co-op's finances including budgeting, audit process, forecasting, arrears management, and daily operations
- Ensuring that the co-op meets its legal obligations
- Maintaining full occupancy of the co-op, in compliance with by-laws and the Landlord and Tenant Board
- Supporting good governance in the co-op by the board and membership
- Hiring and supervising maintenance workers and contractors
- Keeping the co-op in good repair
- Ensuring that all rent-geared-to-income (RGI) applications are processed in accordance with by-law and government regulations
- Ensuring that the co-op has access to resources necessary to achieve its mandate
- Attending board meetings, preparing board/AGM/GMM packages, and taking minutes
- Responding to all inquiries by both members and non-members
- Maintaining respectful and good relationships with members

Requirements:

- Minimum 5 years co-operative housing or non-profit property administrative experience
- Financially literate with strong property management skills
- Must have knowledge of the *Social Housing Reform Act*, federally funded co-operatives, and the laws and legislations that apply to housing co-ops
- Proven knowledge of co-op housing governance and building maintenance
- Experience liaising with co-operative housing agencies is strongly desired
- Proficient with NewViews, Microsoft Office, Excel and Outlook
- Experience with Yardi is an asset
- Must be able to work independently and multitask
- Effective English oral and written communication skills with strong computer skills
- Able to work effectively within a diverse community
- Excellent problem solver, with the ability to use discretion when making decisions
- Experience working with committees and a board of directors
- Experience hiring and managing maintenance workers and contractors
- Mandatory background and criminal record check

This position is for an independent contractor who understands that affordable and secure housing is often a significant barrier for most artists. Some evening and weekend work will be required.

To apply:

Please **email your resume and cover letter as a single PDF** by **Saturday, October 31, 2026** to beaverhallhiringcommittee@gmail.com, with "APPLICATION: Co-op Housing Administrator" in the subject line.

NO PHONE INQUIRIES.

We thank all applicants and advise that only those selected for an interview will be contacted.

Early applications are encouraged.