



JOB POSTING DETAILS

Employer	Vesta Cooperative Homes Inc (Vesta Cooperative Homes Inc)	Job Type	JMP
Job Title	Co-operative Housing Coordinator, Member Services	Duration	NA
ES Job ID	13723	Location	Sault Ste Marie
Date Posted	January 3, 2023	Closing Date	January 18, 2023

Job Overview - Description & Duties

Vesta Co-operative Homes Inc. is non-profit organization providing services to 40 housing units. Our Board of Directors works hard to deliver the management, maintenance, and development services our members need.

We are currently recruiting a Co-operative Housing Coordinator, Member Services to work at our housing office in Sault Ste. Marie. This position requires: 5 days and 20 hours per week. Occasional evening and weekend work related to board and membership meetings will be required.

RRSP match (details will be discussed in interview)

Vacation Pay

Benefits (details will be discussed in interview)

Required Skills

We are looking for an individual with:

- A solid work ethic and a commitment to collaboration and consultation.
- Strong interpersonal skills and the ability to work successfully with groups.
- Excellent verbal & written communication skills.
- The ability to prioritize, multi-task and handle stress in a busy environment.
- The ability to work independently and to work as a team member.
- A working knowledge of standard computer software and internet use.
- Must be proficient in Microsoft Office and Sage 50.
- CPR/First Aid/Mental Health First Aid- or willingness to complete these within the first 3 months of employment.
- Updated C-PIC
- Valid Driver's License and reliable vehicle
- Accounting and Bookkeeping knowledge and experience.
- An understanding of the importance of safe, secure, and affordable housing.
- An understanding of democratic, community-based organizations where members are involved in the organizational decision-making process.

We will view positively applicants who have experience with:

- Co-op and / or non-profit housing operations.
- Housing management administration/marketing.

- Rent-gear-to-income-subsidy program administration.
- Organizational skills.
- Previous Office Experience.

The chosen candidate will demonstrate the hard skills as well as a proven ability to work as a team player, demonstrating tact, diplomacy, confidentiality, and professionalism in dealing with co-op members and co-workers.

Other Requirements

Note: A satisfactory police check is a condition of employment

Qualifications:

Office Administration: 1 year (Preferred)

Customer Service: 1 year (Preferred)

Property/Housing: 1 year (Preferred)

How to Apply

Please note personal email address on your resume.

WE THANK ALL APPLICANTS, HOWEVER ONLY THOSE CHOSEN FOR AN INTERVIEW WILL BE CONTACTED.

Please submit your application to vestaco-op@shaw.ca by January 18th, 2023, at 10:00 am.

Vesta Co-operative Homes Inc. is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). The board of directors will work with applicants requesting accommodation at any stage of the hiring process