

COORDINATOR, MEMBER SERVICES – EAST YORK

Homestarts Incorporated is a non-profit, community-based organization. Founded in 1975, we offer management, maintenance and consulting services to housing co-operatives and non-profit housing groups. Currently, we provide services to approximately 90 co-op and non-profit clients located in cities throughout Ontario.

We are currently looking to fill the full-time position of Coordinator, Member Services to work at non-profit or co-operative housing properties in East York.

Education required

- University degree or an equivalent combination of education and related work experience.

Experience required

- Minimum three years' experience in non-profit or co-op housing, social services or related field
- Extensive customer service
- Previous experience working with a volunteer board of directors
- Proven ability to handle challenging situations and multiple priorities

The successful applicant will be

- able to work independently, while working within a team
- effective at prioritizing tasks and handling stress in an extremely busy environment
- proficient with Word, Excel, Outlook, PowerPoint; familiar with NewViews / NVNPH, HMWorx
- knowledgeable about housing policy and the associated regulatory environment

Someone with no experience in co-op or non-profit housing may be considered provided they have the relevant, transferable skills and a compatible work/educational background, including working with a volunteer board of directors, ability to manage multiple priorities, etc.

Homestarts provides a comprehensive compensation package, tiered to reflect length of employment, including group benefits after 6 months, 3 weeks'/6% vacation to start and RRSP contribution after 1 year.

Homestarts is a non-profit company with a volunteer board of directors which strongly believes in promoting from within.

Please submit your resume and cover letter to **by email only** to: hr@homestarts.org Please note the job (**Coordinator – East York Job #557**) in your subject line.

Deadline for applications: October 31, 2021

Homestarts is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Human Resources will work with applicants requesting accommodation at any stage of the hiring process.

Note: a clear police check (arranged and paid by Homestarts) is a condition of hire.

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