

Cole Road Housing Co-operative

Position: Co-op Manager (Full-time role)

Location: Guelph, Ontario

Deadline: June 10, 2026

ABOUT US

Cole Road Co-op was incorporated in July 1990, with the first members moving into their homes on June 1, 1991. We are a Housing Services Act (HSA) Co-operative and one of six housing co-operatives located in the City of Guelph. Of these six co-ops, Cole Road is the third oldest and second largest.

We are a very diverse community made up of 82 townhouse units. We are a centrally located community close to parks, nature trails, post office, shops, grocery stores, schools, library, restaurants and more! We are also close to the University of Guelph and we are near many bus routes.

Cole Road Housing Co-operative is a member co-op of the Central Ontario co-operative Housing Federation (COCHF) and the Co-operative Housing Federation of Canada (CHF CANADA). The daily operation of the co-op is led by the Co-op Manager, who supervises a part-time Administrator. This staff team of two people are accountable to a board of directors.

About the Role:

The Co-op Manager is responsible for the day-to-day management, and oversight of the financial activities, and maintenance of the co-op. The Manager works within the guidelines and provisions of all applicable policies and procedures, including the Co-op Corporation Act and the Bylaws, and subject to the direction of the Board of Directors. The Co-op Manager oversees a part-time Administrator and other persons contracted or employed by the co-op for any purpose.

Hours of Work:

35 hours per week

Occasional evening and weekend meetings as required by the Board of Directors.

Corporate Responsibilities:

- Ensure the maintenance of corporate records of the co-op as required by the Co-operative Corporations Act of Ontario (the Act).
- Ensure reports and notices are filed with government agencies as required.

- Oversee the administration of the co-op by-laws, policies, and procedures and act as an agent of the Board in legal proceedings and with government agencies, auditors, community and sector organizations.
- Act as an agent of the co-op and the Board of Directors in legal proceedings as applicable.
- Assist the Board of Directors in establishing objectives, goals, by-laws, management procedures and other basic controls required for the effective management and operations of the co-op.
- Oversee the completion of statistical reports as requested for government agencies, Board, etc.
- Attend Board meetings and member's meetings.
- Negotiate and approve contracts on the co-op's behalf as authorized by the Board and administered by the Administrator.
- Oversee the research, planning, and initiation of new services and programs for members, as directed by the Board.
- Attend Annual General Meetings, evening Board meetings, and other sector events as applicable.

Office Administration:

- Schedule and ensure open office hours are available for in-person member connections and inquiries.
- Work with the part-time Administrator, the Board of Directors, and applicable stakeholders to resolve and/or escalate internal and external inquiries.
- Ensure all correspondence, administrative files, and documentation are secure and confidential within the office environment. Source and recommend initiatives, services, hardware, etc. to retain the highest level of security possible at all times.
- Oversee access records and key control processes for the co-op.
- Review and approve general communication items for the membership and the Board of Directors.

Financial Management:

- Oversee the process of preparation of all transaction records, invoices, cheque payments, financial records, housing charges, and arrears for delinquent accounts.
- Oversee the preparation of the annual operating budget and any capital projects budgets.
- Review monthly financial statements as prepared by the bookkeeper for Board approval.
- Ensure the enforcement of internal controls to maximize protection of company assets, policies, procedures, and workflow.

- Oversee the audit process to ensure accurate completion of the annual audit process.
- Oversee the processes for subsidy funding, grant applications and funding proposals as applicable.
- Oversee the RGI process, providing guidance, feedback, and final approval.
- Oversee the preparation of all reports for the County of Wellington and any other government agencies as required.

Maintenance Coordination:

- Oversee the maintenance process and activities at the housing co-op.
- Respond to escalated inquiries and liaise with the Board of Directors as applicable to resolve issues.
- Approve maintenance summaries, financial estimates, and activity reports for presentation to the Board of directors.
- Ensure the unit inspection process occurs in a timely and effective manner.
- Oversee and approve emergency maintenance issues at the co-op site.

General:

- Assist the Administrator and the Board of Directors in establishing guidelines, measures, and procedures to ensure the utmost security and effectiveness of processes and operations of the co-op.
- Oversee the activities, tasks, and flow of work for the part-time Administrator.
- Represent the housing co-op internally and externally in a confidential and professional manner at all times.
- Make recommendations, as applicable, for improvements and changes to ensure the most efficient and effective functioning of the housing co-op.

Qualifications:

- Possess a certificate/diploma in administration, finance operations, or property management or the equivalent of 8-10 years experience in an onsite housing-related work environment
- Experience in providing services in an onsite work setting and interacting with client groups from a wide variety of demographics, backgrounds, and lived experiences
- Strong financial acumen with a wide variety of experience in developing, analyzing, and interpreting an organization's financial information
- Proven ability to work in a supervisory capacity, convey instructions, and oversee work activities to achieve daily, weekly, monthly, and annual tasks and priorities
- Proven track record of successful oversight of onsite maintenance, construction, and improvement projects, working collaboratively with applicable parties

- Work experience in a confidential administration environment with demonstrated sensitivity to vulnerable populations and/or persons experiencing challenging life circumstances
- Demonstrated competencies in interpersonal communication skills, client service, collaborative problem solving, decision making, and escalation of tasks
- Experience working within a non-profit organization with board governance and reporting structure
- Working knowledge of MS Office Suite and NewViews (or comparable accounting software)
- Working knowledge of AODA, WSIB, and related legislation/programs in Ontario
- Work experience in a social housing environment, HSA co-op, co-operative housing, or property management environment is desirable

This is a permanent, full-time salaried position located in Guelph, Ontario with benefits and a competitive salary based on experience and qualifications. Cole Road Housing Co-operative is committed to diversity in its governance and its staffing.

The deadline for applications is June 10, 2026. We thank all applicants for their submission but only those candidates selected for an interview will be contacted. No phone calls please. Interested candidates should submit their resume and a covering letter by email to admin@soniabyrne.com