



Martin Luther
Evangelical
Lutheran
Church

2379 Lakeshore Blvd West
Toronto ON M8V 1B7

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Part-time Rental Coordinator Position

Martin Luther Evangelical Lutheran Church has an opening for a new part-time Rental Coordinator to organize the rental of space in the church located at 2379 Lakeshore Blvd W, Toronto, ON M8V 1B7 and 2 residential units at 5 Superior Avenue, Toronto, ON M8V 2M1.

Background:

Martin Luther Evangelical Lutheran Church (MLC) is an English and German congregation in the west end of Toronto (www.martinluther.ca). In addition to the church building at 2379 Lakeshore Blvd W, MLC owns a 2-storey building at 5 Superior Avenue, Toronto ON M8V 2M1 with 2 residential rental apartments on the top floor and rental space for Martin Luther Child Care on the main floor and basement. Martin Luther Child Care also has designated rental space in the church building at 2379 Lakeshore Blvd W. The two properties share a fenced backyard and playground area.

We are seeking an individual who can respond to enquiries and put rental agreements in place for rental spaces at 2379 Lakeshore Blvd W, and who can assist with the rental of the 2 residential apartments at 5 Superior Avenue when required. This salaried part-time position requires 4 hours/week or 20 hours/month. This is a remote position with occasional meetings onsite.

About the Role:

The Rental Coordinator will work closely with the MLC congregational council member responsible for rentals and the church office. Day-to-day activities will be handled independently.

Regarding the rental of space in the church building at 2379 Lakeshore Blvd W, the Rental Coordinator is responsible for the following. Most of the role will be spent on these responsibilities.

- Responding to all enquiries from the public regarding the rental of space. Enquiries may be received by email to the Rental Coordinator or by phone or in person to the church office. Enquiries received by the church office will be forwarded to the Rental Coordinator for action.
- Providing interested parties with information regarding the rental space via email and phone, and processing rental applications.
- Referencing electronic forms, manuals and templates provided by MLC to respond to enquiries, evaluate rental applications and process rental applications.
- Putting in place rental agreements using the templates provided by MLC.

- Ensuring rental fees and insurance are received by the church office before the rental date.
- Ensuring church opening and closing protocols are in place with the MLC congregation member named as the event sponsor for all one-time events.
- Working with the MLC event sponsor to establish opening and closing protocols for all recurring events.

Regarding the rental of the 2 residential apartments at 5 Superior Avenue, the Rental Coordinator is responsible for the following. These activities occur infrequently.

- Preparing and arranging for delivery of annual rental increase notices to tenants.
- Receiving notices of rental terminations from tenants and informing the MLC congregational council member responsible for rentals of these notices.
- Posting of available rental units on various social media platforms when they become available.
- Arranging for viewings of available rental units.
- Providing rental applications to interested tenants and reviewing applications with members of the MLC rental committee.
- Assisting with the development of rental agreements.

Hours and Location of Work

The Rental Coordinator is a salaried, part-time position based on 4 hours/week and 20 hours/month. This is a remote position with occasional afternoon and evening meetings onsite at 2379 Lakeshore Blvd W.

Required Skills and Experience

- Strong written and verbal communication skills.
- A working knowledge of Microsoft Word the ability to complete electronic forms.
- Proficiency with email and email templates.
- The role requires the use of the candidate's personal computer and phone.
- Previous experience working with the public and providing forms and applications is preferred.
- Knowledge of the Etobicoke-Lakeshore area and community organizations is an asset.

Please submit your application for the role and resume to office@martinluther.ca.