

The Opportunity

Are you looking to contribute your expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?

The successful candidate will become be an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.

Job Title: Program Administrator

Location: Fogo Island, NL

Key Responsibilities

Reporting to the Operations Manager;

- Support the planning and coordination of Shorefast programming and activities
- Plan and prepare all necessary travel and on-island accommodations for program participants
- Meet program participants upon arrival and arrange an orientation to Fogo Island
- Ensure comfort of program participants during their stay on Fogo Island
- Work with the communications team as it relates to Shorefast programmes
- Organize community events for the Shorefast group
- Schedule and organize program events as well as represent the organization at program events
- Support growth and program development through funding applications
- Other duties as required

Skills and Experience

Training & Experience

- Any combination of training, experience and education which provides the required knowledge, skill and ability to perform the duties of the position.
- Non-profit experience preferred, but not required
- Driver's license is an essential requirement

Position Specific Skills

- High degree of accuracy and attention to detail
- Superior telephone and email communication skills
- Capacity to work in a deadline-oriented environment
- Ability to work flexible hours (evening and weekend work will be required)

Personal Skills & Interests

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- A desire to "Make a Difference" and make strategic investment in the growth of Social Business in Canada
- Excel in a fast paced and demanding start-up environment
- A passion for small communities

Compensation and Benefits

- Competitive Salary and Benefits package

- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

About our Organization

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

Contact Us

Please submit a cover letter and resume to careers@shorefast.org using the subject line “**Program Development Officer**”

Deadline for Applications: June 6th , 2018

Questions about this position may be directed to: susancull@shorefast.org

No phone calls, please.

For further information visit our websites:

www.fogoislandinn.ca | www.shorefast.org | www.fogoislandarts.ca | www.fogoislandshop.ca