

## The Opportunity

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

*The successful candidate in this new position will become be an integral player in our work with national and international partners, strengthening the impact of social enterprise in Canada and abroad.*

**Job Title:** Human Resources Administrator  
**Location:** Fogo Island, NL

## Key Responsibilities

Reporting to the Financial Controller;

- Support management team by identifying and implementing improved employment policies, processes and practices
- Maintain job description database for growing organization
- Provide administrative support for the recruiting process for new hires
- Coordinate new employee onboarding program, including IT set ups and probationary review tracking
- Ensure the employee manual is current and updates are communicated to all employees
- Coordinate all training activities for management and staff
- Manage administration aspects of employee evaluation process
- Maintain employee files and ensure documentation is kept up to date
- Oversee activities of the Health & Safety Committee
- Assist Accounting team with payroll function (i.e. benefits administration, timesheet discrepancies, vacation coordination)
- Assist management with employee communications (i.e. staff meetings, training, policy updates)
- Coordinate seasonal staff events
- Complete special projects as required

## Skills and Experience

### **Training & Experience**

- Bachelor's Degree in Business or Commerce, focusing on Human Resources Management or Equivalent Diploma Program completion
- Professional human resources designation (or in pursuit of), preferably with 2-5 years of experience

### **Position Specific Skills**

- Highly proficient in using Office 365 software tools including Microsoft Word, Excel, PowerPoint, Skype and SharePoint
- Superior telephone and email communication skills - need to communicate effectively to employee groups offsite from your direct place of work; maintain cohesion across units
- Able to deal with people sensitively, tactfully, confidentially, diplomatically, and professionally at all times
- Excellent time management skills, with appreciation for deadlines and importance of timely workflow throughout the organization
- Attention to detail in all areas of work

### ***Other 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 in the World!” and make strategic investment in the growth of Social Business in Canada
- Excel in a fast paced, and demanding environment
- A passion for small communities

### **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Relocation and housing assistance (position based on Fogo Island, NL)

### **About our Organization**

Shorefast Foundation 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 nature, art, community and business.

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 (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](mailto:careers@shorefast.org) using the subject line “**Human Resources Administrator.**”

Deadline for Applications: January 15, 2018

No phone calls, please.

For further information visit our websites:

[www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca) | [www.fogoislandshop.ca](http://www.fogoislandshop.ca)