

## 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 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:            Communications Assistant**

**Location:            Fogo Island, NL**

### **Key Responsibilities**

Reporting to the Creative & Communications Manager,

- Assisting with the preparation of various communications pieces, including newsletters, website content, press releases, etc.
- Social media posting and engagement
- Database management: Salesforce (contact management) and Photodeck (photo collection)
- Administrative tasks including coordinating logistics, printing, errands, travel-related admin, financial admin, tasks relating to CEO's speaking engagements, etc.
- Correspondence duties such as replying to letters, emails, and requests
- Proofreading
- Research
- Assisting with events and promotion, both on and off Fogo Island
- Maintaining and updating Shorefast websites
- Helping to host press and other visitors to Fogo Island
- Assisting with grant/funding applications
- Working on special projects and launches as delegated

### **Skills and Experience**

#### ***Training & Experience***

- Completion of a post-secondary (university) degree is required. Most degrees and disciplines will be considered, though programs with strong writing focus are preferred (Arts/Humanities, for example).
- A valid driver's licence and passport are required throughout duration of employment with Shorefast. Newfoundland Class 4 licence must be obtained within first 3 months of employment.

#### ***Position Specific Skills***

- Highly exceptional written and verbal communication skills in English. *A writing sample will be requested.*
- Excellent task/email management skills and ability to take initiative and follow up to meet deadlines
- Thorough research skills and high level of attention to detail
- Proficient with Microsoft Office Suite and above average computer literacy
- Experience using social media (Facebook, Twitter, and Instagram)
- Proficiency with Photoshop and/or InDesign a strong asset
- Basic photography and/or photo editing skills a strong asset

#### ***Personal Skills & Interests***

- Positive attitude; resourceful problem-solver
- Flexible and adaptable to new challenges; resilient spirit
- Ability to excel and maintain focus in a complex, fast-moving environment

- Passion for learning new things and interest in writing, reading, design, and photography
- Flexibility to attend special events in the evenings and on weekends when necessary
- Keen interest in Shorefast's overall work and mission, and desire to live as part of a remote, small community.

### **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](mailto:careers@shorefast.org) using the subject line “**Communications Assistant.**” **Applications submitted without a cover letter will not be considered.**

Deadline for Applications: September 15, 2019

Questions about this position may be directed to: Amy Rowsell via [careers@shorefast.org](mailto:careers@shorefast.org)

No phone calls, please. We appreciate all who apply, however only those selected for an interview will be contacted.

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)