

Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Coordinator, Sales & Programming** based in Toronto, ON will support the Sales team in performing a variety of functions. Reporting to the Director, Sales & Partnerships the Coordinator will lead the return guest program to promote repeat visitors to Fogo Island Inn. Demonstrating a can-do attitude, the Coordinator is a team player with a roll up your sleeve approach to getting the job done.

## General responsibilities

- Administer the return guest program, through analysis, growth targets, and projections
- Communicate regularly with past guests through dispatches, targeted e-mail campaigns, and special announcements of news and events
- Establish relationships with key contacts to facilitate special events and programming throughout the year
- Maintain and regularly update Sales & Marketing calendar
- Track all charitable requests through Fogo Island Inn and administer delivery of auction donations, in conjunction with the Shorefast Philanthropy Team

## The ideal candidate:

- Post secondary diploma or degree (College/ University) required
- Proficiency with Microsoft Office Suite required
- Proficiency with CRM, (such as SalesForce), and PMS, (such as IQWare)
- Experience in hospitality environment and sales environment
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Excel in a fast paced and demanding start-up environment
- Excellent communication skills
- High degree of confidentiality

## What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- Competitive salary and benefits package with opportunity for incentive bonus
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

## To Apply:

Submit a cover letter & resume to [careers@fogoislandinn.ca](mailto:careers@fogoislandinn.ca) , subject line **"Coordinator, Sales & Programming"**

Deadline for Applications: **December 10, 2021**

Questions about this position may be directed to: Alexandra Taylor at [alexandrataylor@fogoislandinn.ca](mailto:alexandrataylor@fogoislandinn.ca)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca)

About Shorefast & Fogo Island: [Strange and Familiar](#)