



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 **Administrative Coordinator** based on Fogo Island, is responsible for a wide array of duties including managing day-to-day administrative activities of the Inn. The **Administrative Coordinator** will support the Fogo Island Inn team in achieving objectives, making decisions, and will contribute to a variety of cross functional activities. Working in a fast-paced environment, the incumbent will demonstrate a positive can-do attitude, while ensuring adherence to policies and procedures.

General responsibilities:

- Manage administrative duties to support the Inn's executive chair, which may include: Participating in meetings and taking notes, answering telephones, managing calendar, creating expense and other reports, and preparing correspondence.
- Ensure that policies and procedures are adhered to. Identify and recommend areas for improvement and creating efficiencies, oversee the implementation of new policies, review current policies, and maintain documentation outlining all procedures, employee duties, company objectives, and more.
- Develop and maintain various types of financial reports, including expense reports and budget summaries.
- Coordinate housing needs for off-island Inn staff (student, shared housing, etc.)
- Work with Executive, Department Heads, and Human Resources to research and identify staffing needs, develop annual staffing plan. Assist managers with employee onboarding/activities.
- Participate and contribute to community outreach programs or events hosted by the Inn.
- Work collaboratively with cross functional departments and across the Shorefast group, including project management, planning and budgeting activities.

The ideal candidate:

- Will have a bachelor's degree or diploma in business administration or any combination of relevant education and work experience.
- Must maintain a high degree of confidentiality, display strong communication, problem-solving, and time management skills.
- Enjoys working in a team environment, and has experience working in collaborative / supporting roles.
- Will have experience in an administrative/office coordinator role.
- Is proficient with Microsoft Office and related products.

What we offer:

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- 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 , subject line "**Administrative Coordinator**".

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Amanda Decker-Penton, amandadeckerpenton@fogoislandinn.ca

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.woodshopfogoisland.ca

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