

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 Support**, based on Fogo Island, will support the Manager, Administrative Services and Senior Systems Analyst roles on specific projects. The **Administrative Support** position is a cross-functional role; working with Administration and Operations, the incumbent will work with various departments and divisions to organize and administer project activities.

- General Responsibilities
 - Provide administrative support to various divisions and departments
 - Assist with training or event coordination, logistics and resource requirements (such as invites, presentation equipment, etc)
- Communications
 - Draft letters and other communications as required
 - Draft and distribute information materials related to Operational and Administrative activities
- Administrative
 - General Admin: Set meetings, take notes, filing, etc
 - Financial: Reconcile billing statements, process expense claims, receive and code invoices, etc
 - IT: Set Zoom / Teams meetings, data archiving, source equipment, etc

The ideal candidate:

- Is enthusiastic and likes seeing ideas become reality
- Enjoys working in a team environment, and has experience working in collaborative / supporting roles
- Has experience working on projects and / or events
- Has a diploma or undergraduate degree in business, or related field, or equivalent education and experience

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 Support"**

Deadline for Applications: **April 15th, 2021**

Questions about this position may be directed to: Leanne House, leanne.house@fogoislandinn.ca

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

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