

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 **Group & Special Event Planner** based on Fogo Island, NL or Toronto, ON (with time spent working on Fogo Island) will support the Sales team in performing a variety of functions. Reporting to the Manager, Groups & Private Stays you will plan and detail all aspects of group stays and special events prior to arrival at Fogo Island Inn. This includes verification of group reservations, and rooming lists. Provide ongoing communication between the Manager, Private Stays and Groups, Group & Special Event Coordinator, and the Sales & Operations Teams, while ensuring all operational standards are met and exceeded including brand standards, and overall guest satisfaction.

General responsibilities

- Interacting with guests to build human connections you will be the main point of contact for all group stays and special events
- Responsible for booking all pre-arrival meetings with group organizers, and have appropriate departmental representation present at each meeting
- Organize and disseminate guest information such as rooming list, dietary requirements, itinerary planning, arrival/departure details, etc. in a timely and professional manner
- Assist clients/guests in meeting their expectations both conceptual and monetary while keeping in mind food costs, labor costs and hotel operations

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) preferred
- 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 , subject line **"Group & Special Event Planner"**

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Alexandra Taylor at alexandrataylor@fogoislandinn.ca

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

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