

## 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 be 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:**            **Guest Services Support**  
Permanent, Full-Time

**Location:**           **Fogo Island, NL**

### **Key Responsibilities**

Reporting to the Community Host Coordinator;

- Assist guest service, community hosting and outdoor adventure departments with aspects of the delivery of their operation, while located in the lobby.
- Daily tasks include;
  - Maintain tidy work areas.
  - Perform room orientations.
  - Control Inn vehicle traffic.
  - Maintain inventory of guest outerwear.
- Organization and maintenance of the library.
- Other responsibilities as directed by management.

### **Skills and Experience**

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

- High School Diploma
- Certified Canadian Driver's License
- Ability to excel in a fast-paced and dynamic environment
- Strong communication and oral skills
- Team oriented and able to work across multiple departments
- Quick to respond and capable of making sound decision making
- Flexible schedule

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

- Satisfactory organization and technology skills
- Commitment to upholding the vision and goals for the Fogo Island Inn, Shorefast Foundation and other affiliated organizations
- Commitment to providing excellent customer service

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

- Entrepreneurial spirit and positive attitude
- Personable
- Sensitivity to the history and culture of rural Newfoundland

### **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@fogoislandinn.ca](mailto:careers@fogoislandinn.ca) using the subject line “**Guest Services Support**”

Deadline for Applications: **June 7<sup>th</sup> or Until Filled.**

Questions about this position may be directed to: **Sandra Cull, Community Host Coordinator at [sandracull@fogoislandinn.ca](mailto:sandracull@fogoislandinn.ca)**

No phone calls, please.

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)