



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 **IT Systems Specialist** based on Fogo Island, will champion Shorefast's technology platform and provide support for all aspects of the Information Technology Function. The **IT Systems Specialist** position is a cross-functional role; the incumbent will work with various departments and divisions to organize and administer IT projects and activities.

- General Responsibilities
  - Support the day-to-day operations of our computer network, and aid in the management and execution of IT projects throughout our growing organization
  - Provide technical expertise, maintain and promote technology standards and share best practices in respect to property and IT systems
  - Regularly evaluate IT systems to ensure they meet necessary demands
  - Investigate problems, draw conclusions, and develop systems solutions
- Communications
  - Engaging verbal communications skills and an ability to deliver complex information to a variety of audiences
  - Writing Skills: prepare letters, memos, IT related policies, procedures, and training materials
- Administrative
  - General Admin: Create and maintain relevant documentation, support new office setup requirements, IT asset management and sourcing
  - Financial: Reconcile IT vendor billing statements, invoices, etc., resolve billing disputes
  - Organization: Process and detail-oriented, manage competing priorities and deadlines with ease, thrive under pressure

#### **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
- Solid knowledge and experience in IT systems administration
- Has a diploma or undergraduate degree in Computer Science, Information Technology, 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@shorefast.org](mailto:careers@shorefast.org), subject line “**IT Systems Specialist**”

Deadline for Applications: **April 30<sup>th</sup>, 2021**

Questions about this position may be directed to: Leanne House, [leannehouse@fogoislandinn.ca](mailto:leannehouse@fogoislandinn.ca)

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

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