



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 **Maintenance Coordinator** based on Fogo Island, will support the Operations, Maintenance and Facilities teams in performing a variety of functions. The **Maintenance Coordinator** will report to the Facilities Manager. Working in a fast-paced environment, the incumbent will demonstrate a positive can-do attitude, while ensuring the Inn's facilities team is supported and the department is organized to run in a smooth manner.

General Responsibilities

- Receiving and shipping of products/stock
- Maintain a vendor and purchasing information database
- Requisition supplies, materials and liquidate overstock items
- Maintain inventory and records of material in storage facilities
- Ensure maintenance tasks are scheduled, assigned and completed using applicable software
- OH&S responsibilities; regular inspections of the Inn and related buildings, conduct meetings
- Maintain accurate and up-to-date records for all assets such as vehicles and machinery
- Provide general support to the Facilities team as required
- Other responsibilities as directed by management

The ideal candidate:

- Well organized, highly motivated and detail oriented with thorough follow up skills
- Enjoys working in a team environment, and has experience working in collaborative/supporting roles
- Proficient in computer systems, such as Microsoft office suite
- Strong interpersonal and communication skills
- High school diploma or equivalent required; post-secondary education preferred
- Previous experience in administration and/or clerical work is an asset

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 **"Maintenance Coordinator"**

Deadline for Applications: **September 24, 2021**

Questions about this position may be directed to: Stephen Grant, stephengrant@shorefast.org

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

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