

The Opportunity

Are you looking to contribute your professional 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 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: Group & Event Coordinator

Location: Fogo Island, NL

Key Responsibilities

Reporting to the Director of Sales Systems and Revenue Management;

- Work very closely with the Sales Manager as well as all departments within the Inn to ensure Group business is given the highest priority.
- Conduct tours and site inspections with potential clients/guests.
- Responsible to participate in all pre-arrival meetings with the group planners and confirm with client all information pertaining to their stay, and to organize and disseminate information to all departments through event orders and do so in a professional and timely manner.
- Assist clients/guests in meeting their expectations both conceptual and monetary while keeping in mind food costs, labor costs and hotel operations.
- Assist the client/guest to coordinate with outside suppliers, including entertainment, audiovisual, décor and floral.
- To be the main point of contact for all group issues or concerns, billing etc. once the contract has been signed and handed over to the Inn by Sales team.
- Create floor plans for the best use of space for each event.
- Be knowledgeable of liquor and fire safety laws and regulations.
- Establish good business and social relationships within the industry and participate in activities related to public relations to further increase sales leads for the department as well as the Inn.
- Hours of work may vary based on business demands as required.

Skills and Experience

Education

- Post-secondary diploma or degree is required.
- A focus on Hospitality would be an asset.

Qualifications and skills:

- Excellent verbal and written communications skills in English.
- Bilingual, spoken & written French would be an asset.
- Minimum 2 years' experience in hotel Food & Beverage, additional experience in sales/hospitality considered an asset.
- Excellent computer skills.
- Organized, positive attitude, team player.
- Working knowledge of Microsoft Word and Excel.
- Working knowledge of Microsoft Outlook platform.
- Attention to detail and accuracy.
- Passion for social business and a desire to make a difference in the lives of others and in the community.

- Ability to work productively and amicably with remote colleagues.
- Experience with CRM software such as Salesforce is an asset.
- Entrepreneurial spirit and positive attitude.
- Ability to excel in a fast-paced and dynamic environment.
- Sensitivity to the history and culture of rural Newfoundland.
- A valid Canadian Driver's License is required.

Personal attributes

- Positive attitude.
- Skilled and comfortable with personal interaction with people from all manner of backgrounds and interests.
- Flexible and adaptable to new challenges.
- Resilient and enterprising spirit.
- Ability to excel and maintain focus in a complex and fast-moving environment.
- Passion for learning new things.
- Resourceful problem solver and critical thinker.
- Appreciation for and/or knowledge of social business.
- Sensitivity to the culture and history of rural Newfoundland.

Compensation and Benefits

- Competitive wages 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 Foundation 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 Foundation 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 using the subject line **“Group & Event Coordinator”**

Deadline for Applications: Mar 30th, 2019

Questions about this position may be directed to:
Pauline Payne, Director of Sales Systems and Revenue Management

paulinepayne@fogoislandinn.ca

No phone calls, please.

For further information visit our websites:

www.fogoislandinn.ca | www.shorefast.org | www.fogoislandarts.ca | www.fogoislandshop.ca