



Shorefast exists to help secure a resilient future for Fogo Island while inspiring communities worldwide to leverage inherent, place-specific assets in service of collective well-being. We do work that matters - work that makes things better. We envision a world where all business is social business. Our suite of social businesses are community-owned economic engines that create meaningful employment, contribute significantly to the regional economy and generate income to be reinvested in Shorefast's charitable programs. We are currently seeking a **Housing Coordinator** to join our team.

Based on Fogo Island, the **Housing Coordinator** will provide exceptional service and warm hospitality to new and returning staff and help support our property team. This position is integral to ensuring staff receive a warm welcome and reassuring arrival to Fogo Island. With superb organizational abilities the coordinator is responsible for all aspects of Shorefast's housing needs, including move-in and move-out preparations for tenants of Shorefast properties and 3rd party rentals. The **Housing Coordinator** will also orient staff upon arrival to Fogo Island, while working closely with the property team to assess ongoing housing needs and maintenance requirements.

What You'll do:

Accommodations and Transportation

- Ensure housing needs are met for each season: support Property Administrator in their role to seek out other rental accommodations and negotiate leases when necessary.
- Co-ordinate housing and vehicle needs for staff of the Fogo Island Inn.
- Develop a transportation plan for staff as applicable.
- Inspect premises after guest departures and report any required repairs or maintenance and arrange for housekeeping as required.

Administration

- Maintain database for staff accommodations, rental agreements, inventory, and furniture etc.
- Maintain files to ensure all rental agreements (including both tenant and 3rd party) are signed and rental fees are charged/paid.

Hospitality

- Welcome all staff to the island and provide on-site orientation.
- Respond to tenant inquiries, questions, and issues in a prompt and courteous manner.

Qualifications you'll bring:

- High attention to detail
- Strong people and/or customer service skills
- Experience in customer service or hospitality industry
- Computer skills and knowledge of scheduling/calendar software; MS Office
- Driver's license and access to a vehicle is an essential requirement
- Minimum of high school diploma or equivalent
- Post-secondary education an asset

What we're offering:

- 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

Apply:

Submit a cover letter & resume to careers@shorefast.org, subject line "**Housing Coordinator**"

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Leanne House, at leannehouse@fogoislandinn.ca

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

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

Shorefast's charitable foundation and social businesses are committed to diversity, equity, inclusion, and belonging. This commitment is core to what we do and what we believe, and we are grateful to work with team members and host guests of diverse identity groups. Everyone is welcome here.

We endeavor to foster an accessible work environment and to ensure all in our care feel safe and valued. We are working actively to address imbalances for historically excluded and marginalized communities through training, promotion opportunities, and mentorship. All qualified applicants are encouraged to apply; please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.