



## Who We Are

Shorefast is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned **Fogo Island Inn** and **Fogo Island Arts**. We've garnered significant international attention including a feature on [60 Minutes](#) and named in The New York Times' [52 Places for a Changed World](#).

Shorefast is committed to building economic and cultural resilience on Fogo Island while making it possible for local communities to thrive in the global economy; we're forging a new path at the intersection of business, philanthropy, and community economic development.

## The Opportunity

As primary gatekeeper to the Shorefast Shared Services Team, the **Office Administrator** is responsible for a wide array of duties including managing day-to-day administrative activities for Shorefast Social Enterprises Inc. The **Office Administrator** will support the Shared Services team in achieving objectives and will contribute to streamlining a variety of cross functional activities including human resources, employee engagement, accounting, planning and scheduling, process and controls, and general administrative support.

## What you'll do

- Manage administrative duties to support the Shared Services Team, which may include; Participating in meetings and taking notes, preparing correspondence, and creating expense and other reports
- Provide exceptional customer service including greeting guests/customers, answering phone inquiries, and handling requests in a professional and timely manner
- Participate on various committees, including but not limited to; Occupational Health and Safety Committee, Social Committee, Wellness Committee, etc.
- Arrange travel, related itineraries and make reservations for invited visitors/guests
- Liaise with multiple teams and working groups on various projects
- Maintain electronic and paper records and filing systems
- Facilitate employee engagement activities and community outreach programs or events
- Provide other administrative support, as necessary

## Qualifications you'll bring

- Proven excellence as an office assistant, office administrator, or in another relevant position
- Successful completion of a diploma or degree in business administration, or any combination of relevant education and work experience
- Proficient with Microsoft Office and related software
- Outstanding abilities to communicate in person, in writing, and over the phone
- Must maintain a high degree of confidentiality, problem-solving, and time management skills

## What we offer

- An engaged, progressive, highly supportive, flexible, and collaborative work environment
- The opportunity to work in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization
- Group Insurance Plan (including Health, Dental, Life & AD&D) and Employee Assistance Program
- Eligibility for discounts at Shorefast's community enterprises, and at select Canadian hotels

## Apply:

Submit **cover letter and resume** to [careers@shorefast.org](mailto:careers@shorefast.org), subject line "**Office Administrator**"

Deadline **May 27, 2022**.

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

We are grateful for all applications but only those selected for an interview will be contacted.

[www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca) | [www.fogoislandfish.ca](http://www.fogoislandfish.ca) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca)

*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 - 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. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.*