



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 **Programme Support, Operations and Administration** to join our team.

The **Programme Support, Operations and Administration**, based on Fogo Island, will support the programme coordinator roles for both Community Engagement and Environmental Stewardship. The **Programme Support** position is a cross-functional role; working with the programme development team, the incumbent will work with various departments and divisions to organize and host Shorefast events and activities on Fogo Island.

What You'll do:

Community Event Support

Draft communications materials (posters, invites, post-event information), PowerPoint decks, activity templates • Book venues, accommodations, food services, IT equipment, set-up and tear-down • Take notes, record information, take photos.

Residency/Research Support

Work with Properties on Booking Templates for visiting researchers • Manage itineraries, directions, etc. for visiting researchers • Coordinating event spaces, volunteers and charters as needed.

Scholarship Lottery Support

Draft and order lottery tickets • Coordinate ticket sales • Monitor and fulfill incoming online orders • Update and maintain records using excel.

General Admin/Support

Set meetings, take meeting notes • Prepare expense claims, prepare, receive and code invoices, prepare POs • Procure equipment and office supplies • Maintain contact lists and manage phone lines • Receive and distribute mail, monitor project email accounts (e.g. programmes).

Qualifications you'll bring:

Exceptional communication skills and ability to provide professional communication in person, by phone, email and mail • Strong organizational skills • Proficiency in Microsoft Office Suite • 1- 4 years experience in a professional environment or delivering programmes.

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 "**Programme Support, Operations and Administration**"

Deadline for Applications: **Until Filled**

Questions about this position may be directed to: Jacie Mercer, at jackiemercer@shorefast.org

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.