



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 **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.

- General Responsibilities
  - Point of contact for programme participants for their arrival to Fogo Island, as well as requirements during their stay
  - Assist with event coordination, logistics and resource requirements (such as invites, presentation equipment, etc)
- Communications
  - Maintain programme email accounts
  - Draft letters and other communications as required
  - Provide content for social media platforms, draft and distribute promotional materials and posters related to on-island activities
- Administrative
  - General Admin: Set meetings, take notes, filing, etc
  - Financial: Arrange for stipends, process expense claims, receive and code invoices, etc
  - IT: Set Zoom / Teams meetings, data archiving, etc

#### **The ideal candidate:**

- Is enthusiastic and likes seeing ideas become reality
- Enjoys working in a team environment, and has experience working in collaborative / supporting roles
- Has experience working on projects and / or events
- Has a diploma or undergraduate degree in business, arts or related field, or equivalent education and experience

#### **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@shorefast.org](mailto:careers@shorefast.org), subject line "Programme Support, Ops & Admin"

Deadline for Applications: **April 23<sup>rd</sup>, 2021**

Questions about this position may be directed to: Susan Cull, [susancull@shorefast.org](mailto:susancull@shorefast.org)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.woodshopfogoisland.ca](http://www.woodshopfogoisland.ca)

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