



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 **Project Coordinator, Community Economies Pilot** based on Fogo Island or in Ontario, will report to the Project Manager, Community Economies Pilot. The **Project Coordinator, CEP** will provide coordination and administrative support to various projects and initiatives within the Community Economies Pilot, oversee event planning and logistics coordination and support program development and evaluation by conducting background research, data collection and analysis.

- Support the project manager in planning, monitoring, coordinating and documenting project activities
- Assist the project manager in developing project artifacts (i.e. documents, templates, logs, reports, etc.) and maintain project documentation repositories
- Conduct background research, environmental scans and document reviews. Distill information and develop reports in a variety of formats.
- Coordinate meeting logistics: drafting agendas, capturing meeting notes, and disseminating materials.
- Assist in the development of data collection tools and processes, oversee the collection of project related data, conduct analysis, distill information and develop summaries and reports
- Oversee event planning and coordination of all logistics for a multi-day in-person retreat
- Actively participate in project meetings, working groups meetings, and other project gatherings and events. Support and lead facilitation of meetings as required
- Effectively engage and communicates with project stakeholders and develop communication materials

The ideal candidate:

- Bachelor Degree in a relevant discipline (e.g. Community Development, Business Administration).
- 2-4 years of relevant work experience (e.g. project and/ or research coordination)
- Knowledge and familiarity with community and economic development work
- An enthusiastic self-starter and problem solver with the ability to work both independently and as a team
- Strong interpersonal, conflict resolution and relationship management skills
- Experience and knowledge in conducting research at a community or an academic setting
- Demonstrated ability to manage multiple priorities and meet deadlines
- Proficient in computer systems, such as Microsoft office suite

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 , subject line **"Project Coordinator, Community Economies Pilot"**

Deadline for Applications: **September 24, 2021**

Questions about this position may be directed to: Dor Assia, dorassia@shorefast.org

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

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