

## The Opportunity

*Are you looking to contribute your expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?*

*The successful candidate will become an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.*

**Job Title:**            **Systems Analyst**  
                              Permanent, Full-Time

**Location:**           **Fogo Island, NL**

### **Key Responsibilities**

Reporting to the Manager, Administrative Services and working closely with the Senior Systems Analyst the successful candidate will:

- Provide basic troubleshooting support and end user training to staff for existing business systems and software
- Support IT inventory management, sourcing, and re-ordering as needed
- Provide administrative support for documentation and approval of IT requisitions and monthly expenses.
- Work with management to develop project plans including scope, objectives, budget, and timeline
- Research emerging technologies to develop opportunities for efficiency and effectiveness across operations
- Complete market research, analyze information, and develop/recommend solutions with appropriate quotes and alternatives
- Other responsibilities as directed by Management.

### **Skills and Experience**

#### ***Training & Experience***

- Knowledge of computer, hardware, and software
- Experience working with information technologies and systems
- A bachelor's degree or completion of a college program in technology, computer science, business, or a related discipline
- Any combination of relevant training and experience may be considered.

#### ***Position Specific Skills***

The ideal candidate will demonstrate:

- Computer skills with an understanding of business and technology systems
- An ability to research, analyze, and interpret information from various sources and make recommendations based on findings
- Effective communication and interpersonal skills with an ability to clearly explain technological issues and information to varied audiences
- An ability to "think outside the box" and demonstrate creativity.
- Teamwork and cooperation skills
- Organizational skills and ability to prioritize.

## ***Personal Skills & Interests***

You exhibit natural abilities, skills, and interests in:

- Solving problems
- Analyzing systems and information
- Learning how things work and exploring new ideas
- Engaging with people and community.
- Being a Team player.
- A passion for small communities.

## **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

## **About our Organization**

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Woodshop on Fogo Island, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

## **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line “**Systems Analyst**”

Deadline for Applications: January 1st, 2020.

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

No phone calls, please.

For further information visit our websites:

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