



Who We Are

[Shorefast](#) is a Canadian registered charity behind social businesses including the award-winning [Fogo Island Inn](#), [Fogo Island Workshops](#), [Fogo Island Fish](#), as well as programs such as [Fogo Island Arts](#), a leading global contemporary artist residency, environmental stewardship initiatives, and more. Through its work on Fogo Island, Newfoundland, and with other communities across Canada, Shorefast's mission is to make it possible for local communities to thrive in a global economy. We envision a world where all businesses are social businesses. **Do you want to do work that matters and aligns with your values? Join our team and support an innovative model that puts people and place first.**

The Opportunity

Are you often praised for your ability to “get things done” and work well with others? Do you appreciate a variety of tasks in your work and a role that includes both “desk work” as well as plenty of opportunities for community interaction? Do you feel a sense of accomplishment when you work as part of a team to contribute your skills to projects that enhance community wellbeing? Shorefast is seeking a **Program Support** person to join our team of passionate community development and social business professionals.

Reporting to the Coordinator, Environmental Stewardship and **based on Fogo Island, NL**, the **Program Support** role provides cross-functional assistance for Shorefast's charitable programs and events. The incumbent will work most closely on Shorefast's environmental initiatives, providing administrative and logistical support, but will also be involved in community programming and event coordination.

What You'll Do

- Administrative support: help with sustainability and outreach initiatives by properly logging and maintaining data sets, preparing invoices, and working on digitization efforts.
 - Waste/carbon audit administrative support
 - Timely submission of contractor invoices, expenses, assistance with reports
 - Digitization of historical organizational work
 - Assistance with maintenance of assets, inventory, etc.
- Coordination/logistical support: community outreach/follow ups, phone calls, event planning
 - Assist with logistics and events related to visiting “experts in residence”
 - Coordinate/support events including workshops, youth engagement, etc.
 - Help coordinate community outreach initiatives with local school, fisher community, and others.
- Other program support tasks:
 - Drafting communications and documents
 - Research and sourcing help
 - Assistance with other programming initiatives such as yearly scholarship lottery, new/emerging programs, youth outreach, and more.

Qualifications you'll bring

- Experience in a professional environment and/or delivering programs
- High school diploma, post-secondary education a strong asset
- Truly exceptional communication and interpersonal skills
- Well above average organizational skills
- Proven ability to meet deadlines and follow up on projects/tasks
- Passion for the heritage, culture, and future potential of outport Newfoundland & Labrador

What we offer

- Group Insurance Plan (including Health, Dental, Life & AD&D) and Employee Assistance Program
- 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.

To Apply:

Submit cover letter and resume to careers@shorefast.org, subject line “**Program Support**”. Applications will be accepted until the position is filled. We are grateful for all applications but only those selected for an interview will be contacted.

www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca | www.fogoislandfish.ca | 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.