



## **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. 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**

The **Coordinator, Punt Premises** role supports the management and development of Fogo Island's Punt Premises: an interactive cultural interpretation centre dedicated to carrying forward the history and culture of the inshore fishery. The Punt Premises is a hub for community connection and hosts a range of cultural/environmental programming and events.

Reporting to the Director, Programs and Engagement, the Coordinator, Punt Premises will manage the Punt Premises team and work closely with other Shorefast colleagues to execute events and other value-added initiatives for Fogo Island community members and visitors (including guests of Fogo Island Inn).

## **What You'll Do**

### **General Responsibilities:**

- Oversee Punt Premises team, including preparing employee schedules, developing and following SOPs, following health & safety guidelines. Schedule and plan logistics for general opening hours, activations, and special events
- Alongside colleagues, co-plan programming logistics to support Shorefast goals, including but not limited to: environmental stewardship/community science, cultural knowledge activation and preservation, summer youth programming, etc.
- Work with Fogo Island Inn colleagues to manage guest experiences and tours
- Manage and coordinate maintenance of Punt Premises site, buildings, and assets (incl. punt fleet and artifacts)
- Liaise with Communications and Marketing colleagues around Punt Premises collateral and event promotional materials
- Collect, maintain, and develop data sets to track visitation and program impact.

### **Punt Premises Development Responsibilities:**

- Plan and roll-out new initiatives, including developing procedure and infrastructure for punt "rentals" and explore possible implementation of gift shop
- Work with community members to continue to build collection of historical artifacts
- Work with colleagues on ideation re: increasing visitation to and profile of Punt Premises, both locally on Fogo Island and provincially.

## **Qualifications you'll bring**

- Demonstrated experience and success managing a team
- Significant experience working in a public or customer-facing role; truly exceptional interpersonal skills
- Exceptional communication skills in English; additional languages an asset
- Good organization skills and proven ability to prioritize tasks in a dynamic environment
- Post-secondary education an asset, particularly in relevant fields such as tourism, management, museum studies, etc.
- Knowledge of and appreciation for the history and culture 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](mailto:careers@shorefast.org), subject line "**Punt Premises Coordinator**". 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](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.fogoislandworkshops.ca](http://www.fogoislandworkshops.ca) | [www.fogoislandfish.ca](http://www.fogoislandfish.ca) | [www.fogoislandarts.ca](http://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.*