

Fogo Island Inn is an initiative of Shorefast, whose 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 **Group & Event Coordinator**, based at the Fogo Island Inn, will work closely with the Director, Guest Experiences as well as all departments within the Inn to ensure group business is given the highest priority and exceeds our operational and branding standards. The **Group & Event Coordinator** should be highly skilled and comfortable with personal interactions with people from differing backgrounds and interests.

General responsibilities

- Conduct tours and site inspections with potential clients/guests.
- Responsible to participate in all pre-arrival meetings with the group planners and confirm with client all information pertaining to their stay, and to organize and disseminate information to all departments through event orders and do so in a professional and timely manner.
- Assist in exceeding guest expectations both conceptual and monetary while keeping in mind food costs, labor costs and hotel operations.
- Assist the client/guests to coordinate with outside suppliers, including entertainment, audiovisual, décor, and floral.
- To be the main point of contact for all group details, issues or concerns, etc. once the contract has been signed and handed over to the Inn by Sales Team.
- Create floor plans for the best use of space for each event and be knowledgeable of liquor and fire safety laws and regulations.
- Establish good business and social relationships within the industry and participate in activities related to public relations to further increase sales leads for the department as well as the Inn.

The ideal candidate:

- Has a passion for social business and a desire to make a difference in the lives of others and in the community. While having a sensitivity to the history and culture of rural Newfoundland.
- Has a post-secondary diploma or degree, with a focus on Hospitality being an asset.
- Excellent verbal and written communication skills in English are required. Having these skills in French would be considered an asset.
- Experience in hotel Food & Beverage and additional experience in sales/hospitality considered an asset, along with experience with CRM software such as Salesforce.
- Is proficient in Microsoft applications, including Excel, Word and Outlook.
- A Valid Drivers License is required.

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@fogoislandinn.ca, subject line **"Group and Event Coordinator"**

Deadline for Applications: **Until Filled.**

Questions about this position may be directed to: careers@fogoislandinn.ca

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

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