



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

The **Coordinator, Hospitality** role ensures delivery of exceptional hospitality to Shorefast's visitors to Fogo Island. Reporting to the Director, Programs and Engagement, the Coordinator also supports major programming and events and works closely with the Shorefast housing and HR teams on visitor resources and hospitality standards.

What You'll Do

- **Visitor Coordination and Logistics:**
Provide assistance and support for Shorefast's visitors to Fogo Island, including contractors, project affiliates, experts-in-residence, etc.
Assist and support visitors from the moment their trip to Fogo Island is identified until they return home,
- **Providing end-to-end Hospitality.**
This includes but is not limited to: travel planning and bookings, housing coordination, itinerary drafting and editing, meeting coordination and scheduling, workspace set-up, help procuring resources (technology, equipment, etc), assistance with ferry schedules, answering general inquiries, etc.
- **Programming and Event assistance:**
As directed, work with colleagues to assist with larger and/or special events that fall outside of weekly community programming scope. This could include: event space bookings, coordinating tables/chairs/food/technology, etc.
- **Community hosting duties:**
On occasion and as directed, lead orientations to Fogo Island for Shorefast visitors.
- **Hospitality standards:**
Work with colleagues to establish Shorefast hospitality standards and ensure they are being met and upheld. Develop resources for visitors (information packages for houses, etc.)
Keep records of Fogo Island resources to help provide information to visitors. For example, restaurants and their opening times.

Qualifications you'll bring

- High school diploma, post-secondary education an asset
- Significant experience in a public-facing role; remarkable and well-developed interpersonal skills
- Highly organized with a proven ability to manage multiple priorities and keep strict deadlines
- Good computer skills and experience crafting professional emails and word document
- Truly exceptional communication skills (verbal and written) in English, additional languages an asset
- Passionate ambassador for Fogo Island

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 "**Coordinator, Hospitality**". 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.