



Who We Are

Shorefast is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned **Fogo Island Inn** and **Fogo Island Arts**. Shorefast's work has garnered significant international interest including a feature on [60 Minutes](#) and named in The New York Times' [52 Places for a Changed World](#).

Shorefast is committed to building economic and cultural resilience on Fogo Island while making it possible for local communities to thrive in the global economy; we're forging a new path at the intersection of business, philanthropy, and community economic development.

The Opportunity

Shorefast is a multi-faceted organization with both charitable and business operations focused on community economic development.

The **Executive Administrator** is a full-time, permanent position based in Ottawa, ON. Reporting to the Chief Financial Officer, this position provides executive level administrative and logistical support for Shorefast's CEO as well as governance and administrative support for the Boards of Directors for Shorefast, Shorefast Social Enterprises Inc., and Shorefast US Fund. The ideal candidate will ensure the smooth operation of our Board functions and the CEO's office with incredible communication skills, acumen for organization, and flawless attention to detail. Applying a creative, community-centric lens to your work, you will intersect with a variety of dynamic, engaging individuals both internal and external to the organization.

What You'll Do

Executive Support:

- Provide executive level administrative support to the CEO including calendar appointments and meeting prep, among other similar responsibilities.
- Lead administration and logistics management for CEO's speaking engagements, including travel arrangements, itineraries, presentation prep, and event details.
- Draft correspondence and perform research, working collaboratively with colleagues.
- Organize and attend meetings as required, providing administrative support, scheduling, and logistics.

Board of Directors/Governance Support:

- Support the administration and communication with multiple Boards and committees including confirming attendance and distributing schedules, agendas, and briefing materials.
- Support Board record keeping including drafting minutes, annual filings, and other compliance documents.
- Track and prompt follow-up on actionable items, often liaising with executive team, board members, and external stakeholders.

Qualifications you'll bring

- Post-secondary education with at least 5 years of relevant experience.
- Interest and experience in related fields an asset (community development, economics, non-profit administration)
- Well-developed communication skills: this role requires significant writing, reading and high-level analysis.
- Experience handling confidential information with discretion, diplomacy and tact.

What we offer

- 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.
- Competitive benefits program including group insurance plan, Employee Assistance Program, and other benefits.

Apply:

Submit **cover letter and resume** to careers@shorefast.org, subject line "Executive Administrator"

Questions about this position may be directed to: careers@shorefast.org

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.