



### 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 adding an exciting new role on our team: Administrative Coordinator. Working with colleagues across Shorefast for elegant and effective service delivery and optimization of our businesses and programs. The role requires a dynamic skill set, including effective communication and a strong ability to manage and pivot between multiple projects and tasks.

### What You'll Do

**Human Resources:** Oversee payroll and group benefit administration; lead recruitment, hiring, and onboarding efforts; coordinate and deliver initiatives and activities related to team engagement and retention; responsible for payroll related filings, such as tax statements, Records of Employment, and other statements in accordance with federal and/or provincial regulations.

**Administration:** Develop and implement records retention/management practices; lead Occupational Health & Safety committees and compliance activities; assist with annual insurance renewal procedures and correspond with broker as necessary; compile, review, and monitor statistical reports, statements, and summaries; and other responsibilities as required.

### Qualifications you'll bring

- 5+ years in a hospitality or general business / entrepreneurship environment
- Bachelor's degree preferred, preferably in a human resources, business, or administration field
- Relevant experience in administration and operations roles.
- Proficiency with Microsoft Office, Adobe, and/or other productivity, design, and data tools.
- Demonstrated relationship management, critical thinking, analytical, quality business writing, and effective communication skills.
- Strong coordination and organizational skills with the ability to work independently.
- Ability to collaborate and function effectively on a highly motivated, innovative, and entrepreneurial team.

### What we offer:

- An engaged, highly supportive, and collaborative environment
- The opportunity to work in a thriving social entrepreneurship
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization
- Competitive salary and compensation plan
- A dynamic culture that encourages and rewards the entrepreneurial spirit

### To Apply:

Submit a cover letter & resume to [careers@shorefast.org](mailto:careers@shorefast.org) subject line "**Administrative Coordinator**"

Deadline for Applications: **Until Filled.**

We are grateful for all applications but only those selected for an interview will be contacted.

Questions about this position may be directed to: [careers@shorefast.org](mailto:careers@shorefast.org)

About Shorefast: [www.shorefast.org](http://www.shorefast.org)

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