

fogo island inn

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

As Event Services Coordinator, you will be an integral member of Fogo Island Inn's Food & Beverage team, reporting to the Manager, Food & Beverage. The primary focus of this role is to support the execution and delivery of large and small events held at Fogo Island Inn. This position supports the Sales Team, Operations Team, and Food & Beverage Team at the Inn. The Event Services Coordinator will also liaise with other key vendors and provide exceptional hospitality to guests and event attendees. This position is located on Fogo Island.

What You'll Do

- Oversees and coordinates the execution of small and large events at Fogo Island Inn
- Works closely with the Group Sales Team to review all group itineraries, BEOs, and required planning
- Participates in all pre/post-con meetings, and provides integral feedback and information to department heads
- Is the main point of contact for groups, site visits, and events on Island, and is accountable for exceptional hospitality and customer service
- Conducts site visits with potential guests, meeting planners, media, and travel trade, as required
- Navigates logistical challenges that may arise when guests related to events or group stays are already in transit in conjunction with Guest Services
- Oversees any last-minute changes to itineraries for events, group stays, or site visits
- Maintains an inventory of equipment and supplies related to events and groups, such as: furniture, décor, meeting supplies, and tech equipment)
- Sets up tech equipment at the Inn (as needed) for specific events or meetings (including presentations, screenings, retreats, etc.)
- Builds strong, responsive relationships with team members across the Shorefast group of entities to nurture collaboration
- Fills in various roles for the Food & Beverage department when required
- Establishes strong relationships with local vendors and suppliers
- Is knowledgeable of local liquor and fire safety laws & regulations
- Working hours may vary based on the business demands

Qualifications you'll bring

- Diploma program or bachelor's degree with specialty in Hospitality
- 2+ years experience in food & beverage, hospitality, or catering
- Possess excellent communication skills (verbal and written)
- Self-motivated, extremely well organized and able to manage a multitude of tasks and determine priorities while maintaining attention to detail
- Willing to take on any tasks to work alongside the team and achieve goals
- Proactive, learning mindset - ability to work in a fast paced, changing environment and work to solutions in unfamiliar situations
- Proficient in using Microsoft Office Suite, and Adobe Suite
- Experience working with a CRM (SalesForce preferred)

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- Experience working with a PMS (IQWare preferred)
- Valid Driver's License required

What we offer:

- Competitive Salary
- Health & Dental benefits
- Housing assistance
- Monthly cellphone allowance / corporate plan
- Training and development opportunities
- Dining & Discount perks
- A dynamic culture that encourages and rewards the entrepreneurial spirit

To Apply:

Submit a cover letter & resume to careers@fogoislandinn.ca subject line "Event Services 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@fogoislandinn.ca

About Shorefast: www.shorefast.org

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