

The Opportunity

Are you looking to contribute your expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?

The successful candidate will become an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.

Job Title: Guest Services Administration
2 Vacancies

Location: Fogo Island, NL

Key Responsibilities

Reporting to the Guest Services Coordinator;

- Answering all incoming calls
- Providing information to basic guest inquiries such as directions from ferry to the Inn, etc.
- Transferring calls to appropriate departments
- Taking dining reservations using Open Table program
- Booking tour reservations
- Always presenting themselves with the most professional and courteous telephone manner
- Assisting with correspondence to be sent to guests

Skills and Experience

Training & Experience

- Any combination of training, experience and education which provides the required knowledge, skill and ability to perform the duties of the position
- Strong communication skills
- Minimum of a high school diploma or equivalent

Position Specific Skills

- Team orientated and ability to work across multiple departments
- Excellent computer skills with word processing and financial management skills
- Commitment to providing excellent customer service, with accuracy and attention to detail
- Superior telephone and email communication skills
- Capacity to work in a deadline-oriented environment while practicing sound decision making
- Ability to work flexible hours (evening and weekend work will be required)

Personal Skills & Interests

- Commitment to upholding the vision and goals of Fogo Island Inn, Shorefast Foundation, and other affiliated organizations
- Positive, personable, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Sensitivity to the history and culture of rural Newfoundland
- A passion for small communities

Compensation and Benefits

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance

- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

About our Organization

Shorefast was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

Contact Us

Please submit a cover letter and resume to careers@fogoislandinn.ca using the subject line “**Guest Services Administration**”

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

No phone calls, please.

For further information visit our websites:

www.fogoislandinn.ca | www.shorefast.org | www.fogoislandarts.ca | www.fogoislandshop.ca