

The Opportunity

Are you looking to contribute your expertise to 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: **Operations Support**
Permanent, Full Time

Location: **Fogo Island, NL**

Key Responsibilities

Reporting to the Operations Manager, duties of the Operations Support include, but are not limited to:

- Purchase items necessary for business operations by following internal purchasing procedures
- Packaging and shipment of products to customers
- Receiving stock and consumables
- On-island sales through bricks and mortar store
- Customer service: in person, electronically and via telephone
- Build relationships with vendors, as well as maintain database of all vendors
- Maintain Customer Relationship Management software (CRM) looking for new markets.
- Requisition of supplies and materials
- Inventory management of product and consumables
- Other duties as required in support of the business

Skills and Experience

Training & Experience

- Minimum of one year experience in inventory management
- Experience with CRM software is an asset
- Retail experience is an asset
- Post secondary education required
- Driver's License is an essential requirement

Position Specific Skills

- High degree of accuracy and attention to detail
- Superior in-person, telephone and email communication skills
- The ability to establish good working relationships with community groups, vendors and other agencies
- Capacity to work in a deadline-oriented environment
- Proficient use of Office 365 software tools including Microsoft Work, Excel, and Sharepoint
- Ability to work flexible hours, evening and weekend work will be required

Personal Skills & Interests

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- Excel in a fast paced and demanding start up environment

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@shorefast.org using the subject line **Operations Support**

Deadline for Applications: November 4th 2019

Questions about this position may be directed to: Nathan Ball at nathanball@woodshoponfogoisland.ca

No phone calls, please.

For further information visit our websites:

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