



Position Overview; As the BIG Little Science Centre enters its 26th year of operation, we are seeking a dynamic and enthusiastic **Operator** to join our team. This permanent part-time position (2–4 days per week) offers the potential to transition into a full-time role as the organization continues to grow.

The successful candidate will play a key role in supporting the Centre's day-to-day operations while contributing to the advancement of its mission, vision, and strategic goals. Working closely with the Executive Director and Assistant Operator, the Operator will help deliver engaging science education experiences, enhance community engagement, support program development, and strengthen the Centre's reputation as a premier destination for interactive science learning.

The Operator will contribute to both operational and strategic initiatives, helping to expand programming, foster partnerships, and ensure an exceptional experience for visitors, educators, volunteers, and community stakeholders.

General Responsibilities; The Operator will work collaboratively with the Executive Director and Assistant Operator in the following areas:

Science Centre Operations

- Support all aspects of the Science Centre's daily operations.
- Assist in the development, preparation, and delivery of science demonstrations, activities, and educational presentations.
- Provide excellent customer service and visitor engagement.
- Support marketing and promotional initiatives.

- Contribute to administrative and office management functions.

Strategic Support

- Monitor emerging opportunities, trends, and challenges and communicate relevant information to the Executive Director.
- Contribute ideas and recommendations that support organizational growth and sustainability.

Organizational Administration

- Maintain organizational records and documentation in accordance with BLSC policies and procedures.
- Assist in the supervision, training, and coordination of volunteers, staff, and program assistants.

Programming and Community Engagement

- Coordinate and deliver educational programs, events, and outreach activities.
- Stay informed about developments and best practices in science education and science centre operations.
- Represent and promote the Centre to schools, community organizations, industry partners, and the public.
- Build and maintain productive relationships with educators, community organizations, academic institutions, government agencies, and industry partners.
- Serve as a resource and liaison for educators throughout the region.
- Assist with program evaluation, reporting, and impact measurement.
- Support promotion of the Centre's programs, activities, and mission.
- Assist in managing the Centre's online presence, including website and social media platforms.

Desired Qualifications

- Bachelor's degree or higher preferred, with a background in science, science education, education, business, marketing, or a related field.
- Experience in program management, project coordination, community engagement, or related.
- Experience working within a non-profit organization is considered an asset.
- Demonstrated experience in marketing, communications, and social media engagement.
- Strong written, verbal, and presentation skills with the ability to engage diverse audiences.
- Highly organized, self-motivated, adaptable, and capable of managing multiple priorities.
- Strong interpersonal skills and the ability to work effectively with individuals from diverse backgrounds and sectors.
- Willingness to work occasional evenings and weekends as required.
- Valid BC Driver's Licence and access to reliable transportation for regional travel.
- Successful completion of a Criminal Record Check, as the position involves working with children and youth.

Application Process

Application package must contain a cover letter, resume and at least two (2) professional references, including contact information (email and phone number).

Submit the application package to Gord Stewart, Executive Director gord@blscs.org

Diversity Statement

The BLSC is an equal opportunity employer that is committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, sex (including pregnancy and gender identity), national origin, political affiliation, marital, parental, disability or veteran status, or other applicable legally protected characteristics.