

Assistant Executive Director/Operator Position Description

The Organization

In February 2000, Gordon R. Gore, a retired science teacher who has dedicated his life to teaching science in an interactive environment, started the **BIG Little Science Centre** (BLSC). The Centre currently operates out of four classrooms and a gym leased from School District 73 at Happyvale School in Kamloops. The current program format allows visitors a period of time to experiment on their own at any of 140 plus hands-on stations located in the gym. The four other rooms are used for demonstrations and as basic teaching laboratories.

In October 2002, the **BIG Little Science Centre Society** (BLSCS) was established and registered as a charitable organization in September 2003. The Society has a leadership of volunteer directors who meet monthly. The current volunteer Board represents a diverse range of experience and skills including education, accounting, engineering, business, science and the trades. Many dedicated volunteers help to run the science centre, donating over 2000 hours of service per year. Further information about the Centre can be found on our website at <http://blscs.org>.

Position Overview

Now in its 16th year, the organization is poised to hire a third staff member. We seek to hire a permanent part-time **Assistant Executive Director/Operator** (AED) who could potentially move into the full-time **Executive Director/Operator** position (ED). This position is for someone who can continue driving our Vision and Mission forward, growing the organization's impact and reach, and continuing the Science Centre's busy day-to-day operations. Over time, the AED is expected to assist with growing and diversifying the organization's sources of funding, building upon BLSC's program areas, and further establishing the BIG Little Science Centre as a destination for fun interactive science and science education.

The Assistant Executive Director/Operator will assist with the strategic and operational responsibility for the BIG Little Science Centre's programs, expansion, and daily operation. This position reports to the Executive Director, who in turn reports to the Board of Directors.

General Responsibilities

The Assistant Executive Director will, under the supervision of the Executive Director, work collaboratively with and assist the Executive Director in the following areas of responsibility:

BIG Little Science Centre Operations

- Participate in all aspects of the Science Centre's daily operation.
- Prepare, conduct, and work with experienced science professionals to design demonstrations, labs and shows.
- Guest services: all aspects
- Marketing
- Office management

Strategic Direction

- Work with the ED and Board of Directors to develop a strategic plan with clear goals and objectives.
- Identify, assess, and inform the ED and Board of Directors of any impending internal and external issues that might affect the organization.
- Act as a professional advisor to the ED and Board of Director on all aspects of the organization's activities.

Organizational Management

- Support the Board of Directors by preparing meeting agenda and supporting materials.
- Maintain official records and documents, and ensure compliance with federal, provincial, and local regulations.
- Supervise staff and both present and potential volunteers, including evaluating performance and conducting all hiring and employee retention activities.

Programming

- Coordinate and implement programming and events.
- Maintain a working knowledge of significant developments and trends in science education, Science Centre operations, and related fields.
- Represent/promote the BLSC's programs and point of view to agencies, organizations, and the general public.
- Establish and maintain working relationships with industry partners, community organizations, academic programs, and public-sector leaders. Form relationships with companies in the region. Use those relationships to strategically advance the BLSC's mission.
- Regularly attend networking, panel, and industry events to represent the BLSC. Participate in working groups and other gatherings that help the BLSC advance its mission.
- Serve as a resource and liaison for educators in the regional eco-system.
- Implement systems to track and evaluate program progress and components to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Promote BLSC activities and mission.
- Manage BLSC online presence, including website, social media, and e-mail list serve.

Financial

- Assist with all financial aspects of the operation including budget development, funding projections, monitoring and forecasting cash flow, and managing other financial activities.
- Follow financial practices in accordance with provincial and federal guidelines and regulations.
- Prepare data for financial statements, audits, and all other related financial materials and requirements.
- Work closely with an outside audit firm and legal counsel, as necessary.

Fundraising

- Develop an ongoing fundraising plan to ensure sustainable revenues.
- Generate funding from new and existing private, public, philanthropic, and individual grantors and donors. This includes corporate sponsors and partnerships.
- Stay abreast of, and continuously apply for, competitive grants. Seek out new and innovative funding sources.
- Conduct all fundraising administrative activities (e.g. documentation and reporting).

Desired Qualifications

- Bachelor's degree or higher preferred. Background in any of the following: Science education, economic development, community development, business, finance or marketing.
- Experience in non-profit management, program/project management, fundraising, and/or community relations management.
- Proven record of fundraising and creating valuable partnerships.
- Strong oral and written communication skills and the ability to present to diverse audiences.
- Entrepreneurial; multi-tasker; organized; self-directed working style; strong work ethic.
- Strong financial and budgeting skills.
- Ability to work with individuals from diverse groups, industries, and sectors.
- Experience with marketing/promotion via traditional channels and social media.
- Able to work some evenings and weekends, as meetings and events arise.
- Access to a reliable vehicle, possess a valid BC driver's license, and able to travel regionally.
- Submission of a criminal record check (successful applicant will work with children and youth).

Salary and Location

Salary range for this position dependent on qualifications and experience.

The BLSC office is located in Kamloops BC.

Application Process

Application package must contain a cover letter, resume and at least three (3) professional references, including contact information (email and phone number).

Submit the application package to Gord Stewart, Executive Director. gord@blscs.org or Box 882 Station Main Kamloops BC V2C 5M8

The Big Little Science Centre will accept applications until March 15, 2019 at 11:59 pm.

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.