



# **Operations Coordinator**

## **Part-Time**

**Campbell River Region**  
**Campbell River**

Tuesday January 20, 2026

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\$26 - \$30/ hour (\$26 per hour)

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**Company:** Maritime Heritage Society

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**Website:**

<https://www.maritimeheritagecentre.ca/we-are-hiring-operations-coordinator/>

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**Industry:** Tourism/ Hospitality

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**Remote/Camp Based Job:** No

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**How to apply:**

Please submit your resume and a cover letter outlining your interest to  
[erika.anderson@maritimeheritagecentre.ca](mailto:erika.anderson@maritimeheritagecentre.ca)

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**Expiry Date:**

Tuesday, February 03, 2026

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**Details:**

The Maritime Heritage Centre is where Campbell River's maritime past meets present-day community life. Home to the historic BCP45 fishing vessel, the Centre operates as both a working museum and a community event space, hosting school programs, summer camps, weddings, lectures, workshops, and public events. The Centre is operated by a non-profit Society. We are seeking an Operations Coordinator to support the smooth day-to-day functioning of the Centre. This role requires flexibility, strong attention to detail, and the ability to work both independently and as part of a small team. Evening and weekend work, including late-night events, is required. Key Responsibilities

- Oversee daily front desk operations and admissions
- Deliver public programs and support and supervise summer staff
- Facilitate group visits, including school programs and community tours
- Provide on-site support and oversight for events, including evenings and weekends
- Assist with setting up and taking down event spaces, including tables and chairs, as needed
- Learn and troubleshoot basic AV systems (training provided)
- Support volunteers and collaborate closely with staff
- Assist with light janitorial duties as needed
- Ensure operations run smoothly, safely, and professionally
- Ensure building security, including opening and closing the facility

**Qualifications & Experience:**

- Strong attention to detail and organizational skills
- Self-motivated with the ability to work independently
- Comfortable working in a small team environment
- Flexible availability, including evenings, weekends, and late nights
- Physically capable of moving and setting up chairs and folding tables
- Strong office and

computer skills, including ability to troubleshoot • Well-developed problem-solving abilities • Strong interpersonal and customer service skills • Reliable, trustworthy, and professional (criminal record check required) • Reliable transportation

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