

Job Title: Front Desk Assistant / Program Helper ☀️

Location: Emerald Coast Science Center

Type: Late Spring /Summer Position (with the option to continue)

Perfect For: High school juniors, seniors, or college students

Are you a dependable people person with a passion for helping others and a love for fun? We're looking for a **Front Desk Assistant / Program Helper** to join our team this spring if possible or early summer (and beyond if you're awesome—which we know you are)!

This is your chance to be the face of our organization, greet visitors with a smile, and help make our programs run smoothly. Plus, you'll get to work Saturdays (but don't worry, we'll make it worth your while).

What You'll Do:

- Be the **first point of contact** for visitors—think of yourself as the *Director of First Impressions!*
 - Assist with program setup, activities, and events (because you're the behind-the-scenes hero).
 - Help with administrative tasks like answering phones, organizing materials, and keeping things running like a well-oiled machine.
 - Work Saturdays (your chance to shine on the weekend crew!).
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What We're Looking For:

- A friendly, outgoing personality (you're basically a human sunshine beam).
 - Great organizational skills (you can find a paperclip in a hurricane).
 - A team player who's ready to jump in and help wherever needed.
 - Work approximately 10-15 hours a week with flexible hours
 - Bonus points if you love working with people and have a knack for problem-solving!
 - Dependability—we can count on you to show up, step up, and follow through.
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Why You'll Love It:

- Gain hands-on experience in a fun, dynamic environment.
- Flexible hours perfect for students.
- Option to continue after summer (because we'll love you too much to let you go).

- Be part of a team that makes a difference in the community!

Ready to join the fun? Apply now and let's make this summer unforgettable! 🌻

Emerald Coast Science Center is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.