



July 28, 2014

Immediate Employment Opportunity

Development Support Specialist, Part-time Catawba Science Center, Hickory, NC

This position, Monday – Friday from 12:30 until 5:00 pm, requires excellent data management and customer service skills in a fast-paced environment. Responsibilities include maintenance of confidential membership and donor records, correspondence with supporters, mailings, reports, filing, and sharing responsibility for general office support with other staff.

Pay rate: \$9.25/hour.

Desirable Qualifications: Minimum high school diploma and 2 years office experience required. Excellent writing and organizational skills, customer service skills, and up-to-date computer skills, including proficiency in database management software and Microsoft Office products.

Apply by sending cover letter, resume, and list of 3 references to:
jobs@catawbasience.org. Inquiries and resumes accepted via email only.
CSC is an Equal Opportunity Employer.