



POSITION TITLE: Marketing & Communication Specialist

REPORTS TO: Executive Director

EXEMPT OR NON-EXEMPT: Non-Exempt

POSITION TYPE: Full-Time; \$28,080 to \$31,200 per year with benefits

POSITION OVERVIEW

ESSENTIAL JOB FUNCTIONS:

- Create and implement marketing plans and strategies to promote Catawba Science Center's mission and educational offerings
- Implement and manage written and online communications and publications
- Manage media relations
- Coordinate tasks as needed with outside vendors and free-lance service providers
- Collaborate with and provide support to other departments as needed
- Manage all CSC Social media platforms
- Other Duties as needed

COMPETENCIES & QUALIFICATIONS:

- Minimum 1 year of marketing or related experience
- Ability to speak and read English
- Excellent customer service and communication skills with staff, other departments, and participants
- The flexibility to work some weekend and evening events
- Interest in science and current trends in science preferred
- Ability to thrive in a fast-paced non-profit environment
- Great time management skills and the ability to multitask
- Efficient and well organized in daily activities
- Strong attention to detail and outstanding interpersonal skills
- Commitment to and passion for the mission and values of Catawba Science Center
- Proficient in Adobe Creative Suite
- Familiar with software such as Hootsuite, Constant Contact, WordPress (preferred)
- Ability to lift 5-20 lbs

EDUCATIONAL REQUIREMENT:

- Bachelor's degree in Marketing, Communications, Advertising, or related field (preferred)
- Associates degree in Marketing, Communications, or related field with 1-2 years experience

NOTE: All applicants must participate in a drug test and criminal background check as part of the pre-employment process for the Catawba Science Center.