



GEOGRAPHIC & DIVERSITY COUNCILS CAREER PATHWAY

Allentown Office, 840 Hamilton Street, Suite 205, Allentown, PA 18104

Bethlehem Office, 74 West Broad Street, Suite 240, Bethlehem, PA 18018

Easton Office, 158A Northampton Street, Easton, PA 18042

<https://www.lehighvalleychamber.org/>

FIND OPENINGS: <https://www.lehighvalleychamber.org/careers.html>

Business Description

Serving more than 5,000 businesses and members with more than 280,000, the Chamber is the largest in Pennsylvania and New Jersey, and in the top six nationwide. Our thirty-plus affiliated chambers, councils and committees are On Every Main Street with more than 1,500 community focused volunteers who actively contribute, at the grass roots, to develop and achieve their respective and collective goals.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Ability to multi-task
- Excellent organizational and communication skills
 - Comfortable with public speaking

Connect with us on Social Media!



@TheChamber



Lehigh Valley Chamber



@GLVCC

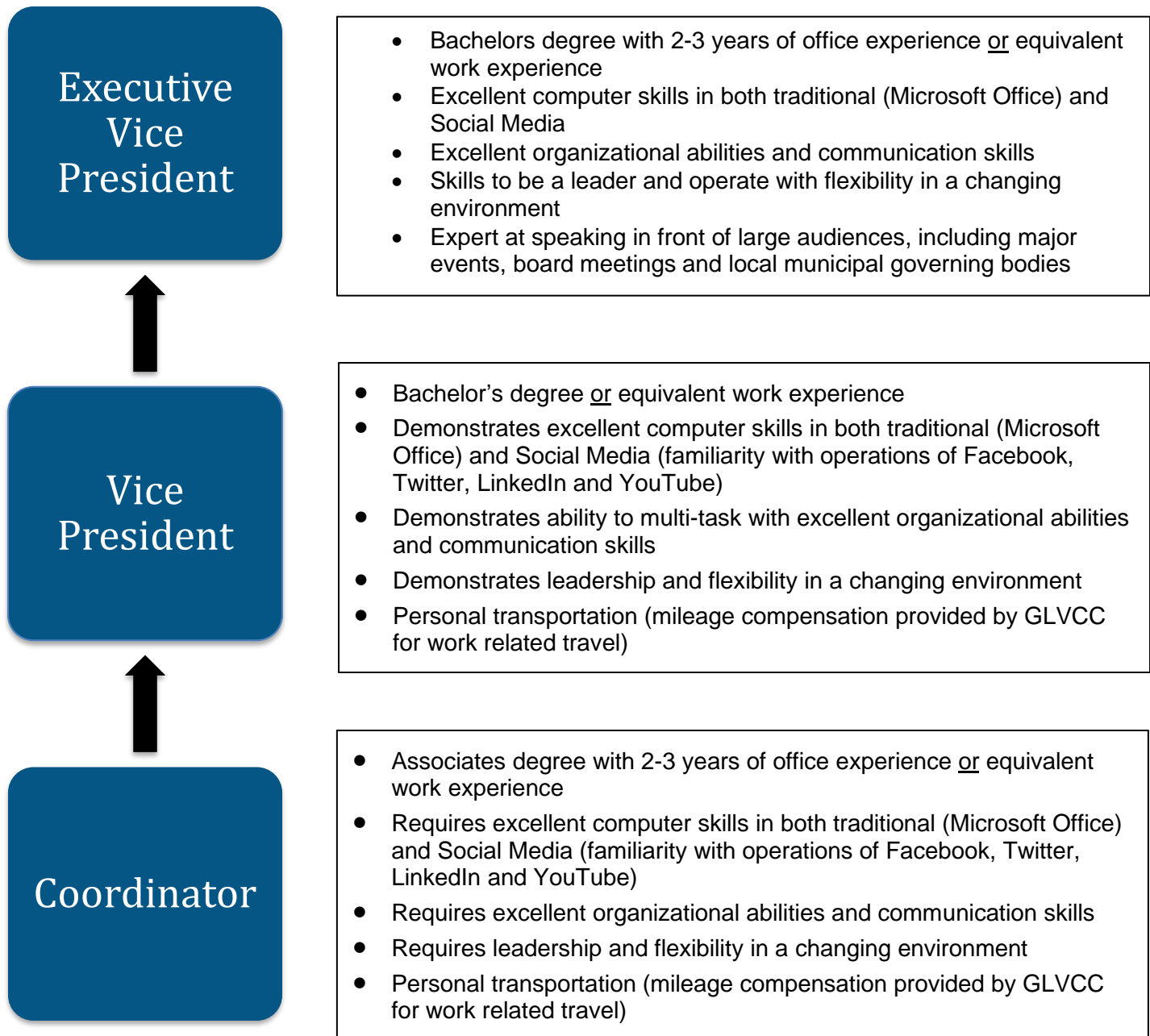


@lehighvalleychamber

GEOGRAPHIC & DIVERSITY COUNCILS CAREER PATHWAY

Allentown Office, 840 Hamilton Street, Suite 205, Allentown, PA 18104
 Bethlehem Office, 74 West Broad Street, Suite 240, Bethlehem, PA 18018
 Easton Office, 158A Northampton Street, Easton, PA 18042
<https://www.lehighvalleychamber.org/>

FIND OPENINGS: <https://www.lehighvalleychamber.org/careers.html>



Executive Vice President

- Bachelors degree with 2-3 years of office experience or equivalent work experience
- Excellent computer skills in both traditional (Microsoft Office) and Social Media
- Excellent organizational abilities and communication skills
- Skills to be a leader and operate with flexibility in a changing environment
- Expert at speaking in front of large audiences, including major events, board meetings and local municipal governing bodies

Vice President

- Bachelor's degree or equivalent work experience
- Demonstrates excellent computer skills in both traditional (Microsoft Office) and Social Media (familiarity with operations of Facebook, Twitter, LinkedIn and YouTube)
- Demonstrates ability to multi-task with excellent organizational abilities and communication skills
- Demonstrates leadership and flexibility in a changing environment
- Personal transportation (mileage compensation provided by GLVCC for work related travel)

Coordinator

- Associates degree with 2-3 years of office experience or equivalent work experience
- Requires excellent computer skills in both traditional (Microsoft Office) and Social Media (familiarity with operations of Facebook, Twitter, LinkedIn and YouTube)
- Requires excellent organizational abilities and communication skills
- Requires leadership and flexibility in a changing environment
- Personal transportation (mileage compensation provided by GLVCC for work related travel)

START HERE