



## GOVERNMENT AFFAIRS 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...

- Detail-oriented
- Excellent organizational and communication skills
  - Degree in Public Policy or related field

### Connect with us on Social Media!



@TheChamber



Lehigh Valley Chamber



@GLVCC



@lehighvalleychamber



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Executive  
Vice  
President

Bachelor's degree. 7-10 years of local and/or state legislative experience. Computer literacy. Excellent interpersonal skills. Excellent, communications skills, including writing with clarity and the ability to influence. The Vice President of Public Policy's primary purpose is to educate engage and advocate to positively affecting public policy on behalf of members at the state and local levels, primarily. The position reports to the President and CEO.

Director of  
and  
OneStop  
Operator

Enjoys fast-paced, people oriented, high energy work environment. Possesses excellent multi-tasking skills. Familiarity with issues facing the business community at large. Knowledge and understanding of government systems, and current issues facing government bodies, at the local, regional, state and federal levels. Entrepreneurial values, abilities and drive to support organization's ongoing growth and profitability.

Vice  
President

Bachelors in Political Science or a related field. Confident skills in Microsoft office (Excel, PowerPoint, Publisher, Word) and social media. Commitment to position and organization/ accessibility via text and email outside office hours. Must have excellent communication skills. Ability to build and maintain professional relationships with local business leaders and politicians.

**START HERE**