



MEMBER RELATIONS 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...

- Outgoing and friendly
- Propensity for sales
- Comfortable with public speaking

Connect with us on Social Media!



@TheChamber



Lehigh Valley Chamber



@GLVCC



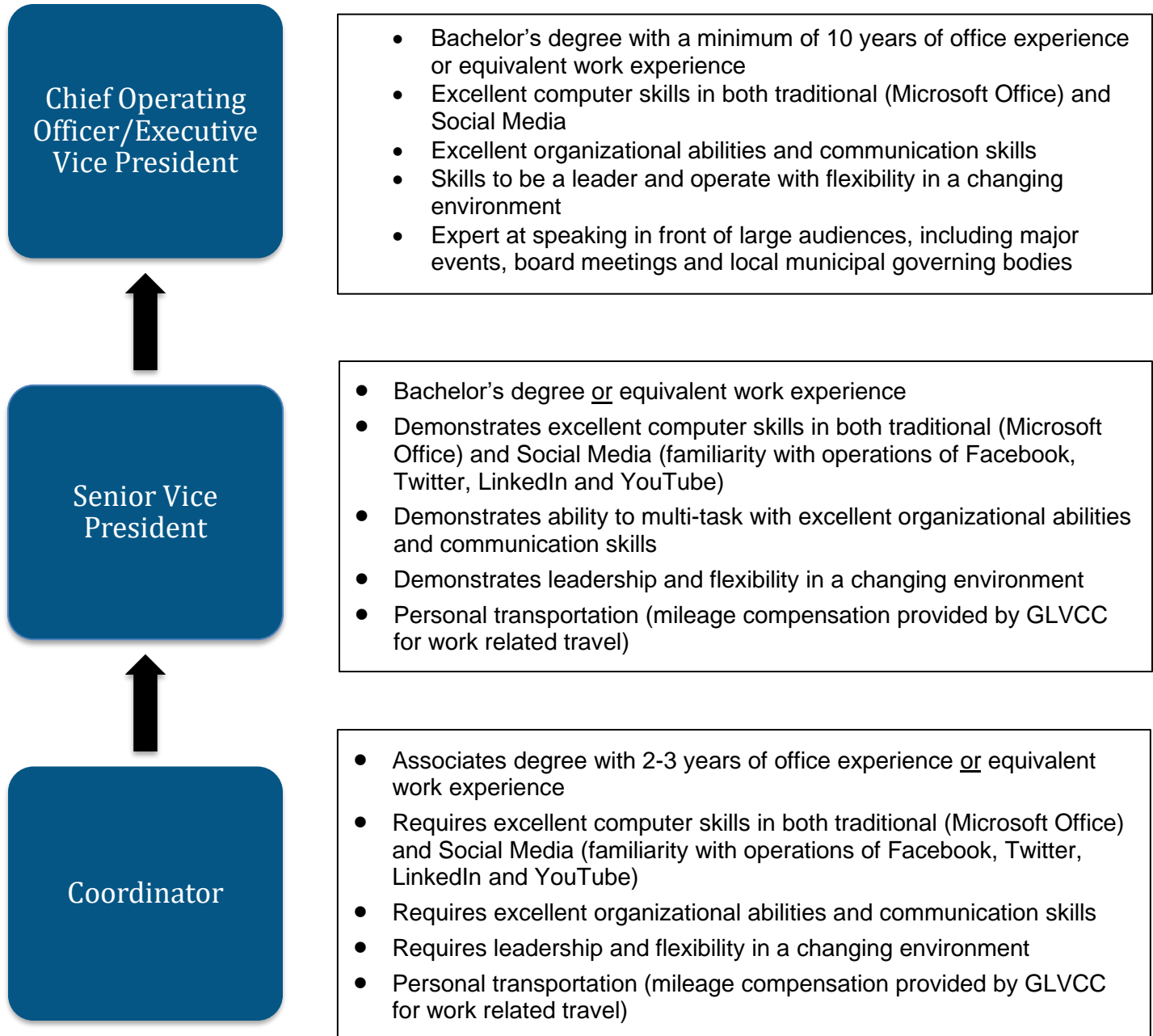
@lehighvalleychamber

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Chief Operating Officer/Executive Vice President

- Bachelor's degree with a minimum of 10 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

Senior 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)

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