



FSLA Status: Non-exempt Position

Employee Acknowledgment signature: _____

Supervisor Approval signature: _____

AFFILIATED CHAMBERS COORDINATOR

General Description: This position reports directly to the AVP of the Affiliated Chambers team to support and assist the Emmaus Main Street Partners, East Penn Chamber, Western Lehigh Chamber and Southern Lehigh Chamber.

Essential duties and responsibilities:

- Serves as staff support to the Emmaus Main Street Partners, East Penn Chamber, Western Lehigh Chamber and Southern Lehigh Chamber.
- Performs general office and administrative activities including organizational assistance, meeting and event preparation (printing documents, nametags, etc. as necessary), researching and disseminating information, follow-up with appropriate colleagues, check registry and reconciliation, and similar tasks as needed.
- Database administration (Weblink & website) – entering and updating event information as needed, updating website to ensure committee and board listings are accurate and kept up to date; event registrations.
- Marketing: create event flyers, newsletters, press releases, manages social media pages, etc.
 - Social Media management including Facebook, Instagram and LinkedIn pages through the Hootsuite platform, creation and promotion of events on Facebook, scheduling content and timing of posts.
- Generate revenue through sponsorship creation and sales and organization sustaining programs to meet and exceed financial budget requirements
- Follow up with monthly membership reports (60/90/Drop lists and new member list provided by Member Relations Department)
- Organize and run committee meetings
- Give report at board meetings; i.e. marketing statistics, initiatives the team is working on
- Event management – Assist in organization and execution of event planning alongside of Affiliated Chambers staff.
- Represents the Chamber to various organizations during community and professional functions including major Chamber events.
- Chamber Membership – Meet with potential new members to join the Chamber. Develop relationships with members to help them stay engaged, involved, and maximize their membership benefits.
- Perform other duties as assigned.
- Operates out of the Emmaus office as primary office; other Chamber offices as required.

Minimum qualifications:

- 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)

Physical/work environment: Employee will be required to bend, stand, and sit frequently; and be able to visually review correspondence. Lifting required is typically less than 25 lbs.

The Lehigh Valley Chamber is an equal opportunity employer.

Please submit resume to Jessica O'Donnell-Gower at jessicao@lehighvalleychamber.org.