



President Bethlehem Chamber of Commerce

Title: President

Position Type: Full Time

Salary Range: Commensurate with qualifications and experience

JOB DESCRIPTION

The President directs the activities of the Chamber in both a management and community leadership capacity, and is empowered by the Executive Committee of the Board of Directors to run the day-to-day operations of the organization.

The Chamber President is responsible for a full range of Chamber activities including membership development, community involvement, administration and financial management. All chamber administrative staff are hired, supervised by and report to the President.

QUALIFICATIONS

The successful candidate should have

- Bachelors Degree and/or combination of experience and education to perform duties
- Strong interpersonal and written communication skills
- Ability to maintain cooperative working relations with a diverse group of people.
- Proactive problem-solving ability with a solutions-oriented attitude.
- A strong understanding of the current challenges of local businesses.
- A solid understanding of New York State town and government organizations.
- Experience in developing and implementing strategic plans.

APPLICATION MATERIALS

To be considered for this position, please mail the following materials to: Bethlehem Chamber of Commerce; ATTN: Executive Committee; 318 Delaware Ave., Suite 11; Delmar, NY 12054.

PLEASE INCLUDE detailed resume; vision statement outlining your view of the direction the Chamber should take in the short and long term; salary requirements.

Failure to include any of these materials constitutes forfeiting candidacy. Only those selected for interview will be contacted.

For more detailed information please visit our website at www.bethlehemchamber.com.

APPLICATION DEADLINE: October 15, 2010