**Job Title: President**

**Reports to: Norwin Chamber of Commerce Board of Directors**

**Hours: This is a salaried, full time-position (40+ hours); some evening and weekend hours are required.**

**Salary: $50,000 to $58,000, commensurate with qualifications and experience.**

**Benefits: The Norwin Chamber of Commerce offers an employer sponsored retirement plan.**

**Vacation and Personal Time Off:** The President will receive ten (10) days of paid vacation during each of the first three years of employment, fifteen (15) days after completion the third year, and twenty (20) days after the completion of the fifth year. In addition, the President will receive five (5) personal days per year.

The Norwin Chamber of Commerce, with an office in downtown Irwin, was established in 1942 and has been serving businesses and the community for 82 years. Representing over 300 member businesses in Westmoreland County and the surrounding region, the Norwin Chamber of Commerce is dedicated to making the Norwin Community a superior place to live and conduct business. Our members range from sole-proprietor and home-based businesses to large health care facilities, banks, and manufacturers.

The Board of Directors is seeking an energetic and innovative individual who is committed to developing opportunities for businesses of all sizes. This individual will oversee all aspects of Chamber services and office administration, foster new relationships with the business community, grow the Chamber membership, and develop new programs and events that return value to Chamber members. The ideal candidate will be a forward-thinking and engaging individual who enjoys collaborating with other business and community leaders. S/he should have a strong interest in continuing to expand Chamber services. S/he should have an ability to adapt to changes and a willingness to explore new concepts and initiatives.

The President’s responsibilities include, but are not limited to:

* Schedule, plan, and oversee events presented by the Chamber throughout the year, including ribbon cuttings, mixers and annual events like the Community Picnic, the Annual Dinner, the Annual Golf Outing, the Excellence in Education luncheon and more.
* Represents the Chamber’s interest in local government, community, and business meetings to advance the mission of the Chamber and advocate for its role in the community.
* Works in conjunction with the Board Treasurer to manage the Chamber’s finances, including administering the payroll (through Graney & Company, CPA), issuing invoices, paying all the bills and reconciling banks statements.
* Manages human resource matters, including conducting annual employee evaluations, and implementing the policies outlined in the Chamber’s Employee Handbook.
* Coordinates Chamber development, advocacy, and public relations efforts.
* Provides monthly reports to the Board of Directors detailing recruitment visits and out of office activities.
* Addresses members’ concerns in accordance with the Board’s approved policies.
* Seeks sources of non-dues revenue and oversee all fundraising efforts.

Candidates should possess the following attributes:

* Knowledge of current trends and challenges facing the business community.
* Expert in program development and evaluation, budget management, developing and maintaining local partnerships, and public speaking.
* Ability to communicate effectively verbally and in writing, establish and maintain working relationships with Chamber members, key community leaders and organizations, and the general public.
* Ability to work a flexible schedule that includes Saturdays and evenings as needed, recognize and set priorities, and use initiative and independent judgment in a variety of situations.

Qualifications:

* A Bachelor’s degree from an accredited college or university, 3-5 years related experience preferred
* Excellent communication skills and organizational skills
* Proficient in Microsoft Office software, QuickBooks, social media platforms, WordPress, and general office practices and procedures.
* Thorough ability to establish and maintain effective working relationships with the Board, colleagues, officials of other agencies, and the general public

Additional Considerations:

* *A PA State Criminal Background check, PA Child Abuse History Clearance, and a FBI fingerprint-based criminal history background check are required.*
* *Physical aspects of this job may include the ability to climb stairs and to occasionally lift, push/pull, hold/carry of items weighing up to thirty-five (35) pounds necessary for setting up events.*
* *Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus*

To Apply: Candidates should submit cover letter, resume, and three professional references to Rosanne Novotnak at Rnovotnak@norwinchamber.com. Applications will be accepted until January 31, 2025.

*This job description is not, nor is it intended to be, a complete statement of all*

*duties, functions and responsibilities that comprise this position and may include other duties as assigned by the Board of Directors*