

Immediate Opening

The Williamsport/Lycoming Chamber of Commerce is seeking applicants for the position of Marketing and Membership Coordinator. Responsibilities of the successful candidate will include oversight and coordination of various marketing and promotion activities for the Chamber. Position is also responsible for all membership sales and retention functions. The position reports directly to the Executive Vice-President. Phone calls regarding this position are not encouraged.

Minimum Requirements: College degree and/or equivalent experience. Must have excellent interpersonal skills. Four-year degree or equivalent experience. One to two years marketing and/or sales experience preferred. Must be self-directed and capable of working independently with little supervision. Must have strong communication and organizational skills. Must be able to work evenings, weekends, and holidays as needed. Must be able to travel.

Please submit letter of interest and resume to:

Williamsport/Lycoming Chamber of Commerce
102 West Fourth Street
Williamsport, PA 17701

Application deadline: January 31, 2018

Or email to chamber@williamsport.org

No phone calls please.