

MODIFIED CLOSING DATE: FEBRUARY 1, 2018

**Lindenhurst-Lake Villa Chamber of Commerce
Executive Director
Job Announcement**

The Lindenhurst-Lake Villa Chamber of Commerce is seeking applications for the contractual position of Executive Director.

Under the direction of the Chamber of Commerce Board of Directors, the Executive Director is a Professional and administrative position responsible for the management and oversight of the day-to-day operations of the Chamber of Commerce.

Work includes development and coordination of Chamber programs and business support efforts, development and coordination of Chamber programs and business support efforts, communication and support to Chamber members and the business community.

Graduation from high school or GED equivalent and more than one-year experience at a Chamber of Commerce (or similar non-profit, membership based organization), or owning or operating a small to medium sized business or experience coordinating professional events, and programs. Associate or Bachelor's degree is preferred.

This position requires between 20 to 25 hours of work per week. Hourly rate for this position is + or - \$20 per hour depending on qualifications.

At times, the work requires commitments at night or on weekends. Work hours are flexible and the successful candidate, at times, may perform certain tasks from home, as allowed by the Chamber Board of Directors. The Executive Director position is contractual, approved annually by the Board of Directors.

Interested candidates should submit a cover letter explaining interest in position and resume to: Mary Erl, Chamber President, mary@nestbuilderfinancial.com. Application deadline is February 1, 2018.

The [Lindenhurst-Lake Villa Chamber of Commerce](#) is an equal opportunity employer.