



LOCAL CHAMBER JOB POSTING (rev. Feb. 2010)

Use this form to announce a professional staff vacancy at your chamber. This information will be posted on our website – www.cceohio.com – usually within one business day after we receive it at the CCEO office. All of our members will be notified of this posting via e-mail. It will also be made available to everyone inquiring with our office about open positions such as this without any preference or discrimination on our part.

DATE: _____ TITLE of the Vacant Position: _____

YOUR CHAMBER'S NAME: _____

YOUR NAME: _____ RELATIONSHIP TO THIS CHAMBER: _____

DAY PHONE (if we need to contact you for additional information): _____

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Note: Our members expect job postings to contain all of the information requested on this form. Partially completed forms, including the omission of dollar amount or range in item #5, may not be accepted for distribution.
Insert your brief descriptions in each section below.

1. Duties/Responsibilities of this position:

2. Qualities and Skills we desire applicants to have:

3. Our Chamber's Key Priorities & Goals are:

4. Our Chamber's:

- a) Annual budget is: \$ _____
- b) Number of members: _____
- c) No. of Full-Time Staff: _____ & No. of Part-Time Staff: _____

5. About our Community: (enter a brief description that would be of interest to potential candidates)

6. Salary (enter a min.-max. \$ range or a specific \$ amount): \$ _____

7. Resume deadline: _____

8. Submit resume to:

Return your completed form to:
Virginia Schneider, Administrator
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(Ph) 614.629.0918 (Fax) 614.228.6403