

JOB DESCRIPTION: Vice President of Public Affairs

The St. Paul Area Chamber wants you! We are looking for a Vice President of Public Affairs to add to our dynamic team. This full-time position reports directly to the President/CEO and has six primary goals.

- Deepen relationships with elected officials at the local, state and federal levels.
- Advise the President/CEO and Board on issues are most pressing for St. Paul Area Chamber involvement.
- Engage and keep the President/CEO and Board informed on current policy issues and their potential impact on business.
- Increase engagement and enhance skills throughout the Chamber organization.
- Assist members with civic advocacy issues.
- Work with our Public Policy Committee and Board of Directors on major initiatives that affect all members.

As part of a member organization, the Vice President must start and end every day, every engagement, thinking about how this affects our members and how best we should represent their needs.

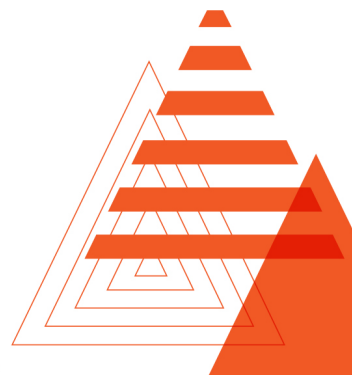
Areas of Responsibility:

The St. Paul Area Chamber's VP of Public Affairs helps the Chamber serve as the voice of the region's business community and provides staffing assistance for the following:

- Public Policy Committee
- Issue-Focused Roundtables
- Events related to Public Affairs, including Breakfast with the Mayors and the Leaders in Local Government awards.
- East Metro Elected Officials Meet and Greet in November.

Candidate should possess the following skills and experience:

- Professional demeanor.
- Exceptional organizational skills.
- Superior people skills, to positively impact organizational culture and build team spirit.
- Ability to communicate and convey the Chamber's mission and vision to membership.
- Ability to handle a wide variety of projects within a fast-paced environment.



AREA CHAMBER

401 N Robert Street, Suite 150
St. Paul, MN 55101

stpaulchamber.com

- Ability to work with little oversight and produce results (self-starter).
- Comfort interacting with business leadership.
- Proficient computer knowledge and general office skills. Should be comfortable learning and/or using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom.
- Able to learn or use our database system (Personify).

Salary Range: \$85-95k

Benefits:

401(k), Flexible schedule, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off

The St. Paul Area Chamber is dedicated to diversity in the workplace and our policy is to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, veteran status, sexual orientation, gender identity and/or expression or other status protected by law.

