

Job Title: Community Development Executive

Location: Central Eastern European Chamber of Commerce, Ho Chi Minh City, Vietnam

About Us: Join one of the most dynamic and vibrant chambers of commerce in Vietnam! The Central Eastern European Chamber of Commerce is dedicated to fostering business relationships, promoting economic growth, and creating a thriving community for our members in Vietnam and the CEE region. We are looking for a passionate and energetic Vietnamese individual to take on a new role as Community Manager and help us grow our community and enhance member engagement.

Job Description:**Key Responsibilities:**

- **Community Development:** Build and nurture relationships with current and potential members, ensuring a strong and engaged community.
- **Event Management and Networking:** Plan, organize, and execute a variety of events, including networking sessions, workshops, and social gatherings.
- **Member Growth:** Develop and implement strategies to attract new members and retain existing ones.
- **Liaison:** Act as the primary point of contact between the chamber and its members, addressing inquiries and providing support.
- **Content Creation:** Generate engaging content for newsletters, social media, and other communication channels to keep members informed and connected.
- **Feedback Collection:** Gather and analyze feedback from members to continuously improve our offerings and services.

Qualifications:

- **Education:** Bachelor's degree in Business, Marketing, Communications, or a related field.
- **Experience:** 3-4 years previous experience in community management, business development, marketing, or event planning, or a similar role is a plus. Experience in working with CEE countries is a plus
- **Skills:** Excellent communication and interpersonal skills, ability to work independently, strong organizational abilities, and a creative mindset.
- **Attributes:** Energetic, proactive, and passionate about community building and member engagement.

What We Offer:

- **Growth Opportunities:** A chance to develop your skills and advance your career in a supportive and dynamic environment.
- **Exciting Work Environment:** Be part of a fun and vibrant team that values creativity and innovation.

- **Networking:** Opportunities to connect with business leaders and professionals from various industries.
- **Impact:** Make a real difference by contributing to the growth and success of our community.

How to Apply: If you are a Vietnamese professional with aspirations for growth and a passion for community building and networking, we would love to hear from you! Please send your resume and a cover letter to office@ceecvn.org.