



## CITY OF BETHLEHEM

10 East Church Street, Bethlehem, Pennsylvania 18018-6025

MAYOR'S OFFICE

Phone: 610-865-7100  
Fax: 610-865-7257  
TDD: 610-865-7257  
[www.bethlehem-pa.gov](http://www.bethlehem-pa.gov)  
[bobdonchez10@gmail.com](mailto:bobdonchez10@gmail.com)

Robert J. Donchez  
Mayor

From: Robert J. Donchez, Mayor  
To: President Reynolds  
Date: March 30, 2015  
Re: Positions

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I would appreciate it if the position of Deputy Director of DCED be placed on the April 7<sup>th</sup> agenda and voted on.

In the Department of Community and Economic Development I am requesting the position of Deputy Director to be filled. This individual will carry out administrative, financial, operation and strategic initiatives within DCED. This position is approved in the 2015 at a salary of \$78,334 and its warrants filling, to aid in this department.

If you have any questions, please feel free to contact me.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Donchez".

Robert J. Donchez  
Mayor

Cc: R. Donchez  
J. Poremba  
A. Karner  
City Council  
W. Leeson

**Justin R. Poremba**

1670 Best Place

Bethlehem, PA 18017

Phone: 484-553-4075 email: [jporemba@hotmail.com](mailto:jporemba@hotmail.com)

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## **EXPERIENCE:**

### **City of Bethlehem, Mayor's Office, Bethlehem, Pennsylvania**

Chief of Staff: Responsible for managing all office operations: arrange Mayor's schedule, work as a liaison in the coordination of information among Department Heads, and advise the mayor on citywide issues. Responsible for management of office communications: drafting press releases, speeches and letters on behalf of the Mayor. Regularly attend and participate in meetings with the Mayor, with leaders in the community, CEO's of companies, developers, non-profits, hospitals and education institutions to discuss citywide policy and economic development matters. Lead meetings in Mayor's absence. Work collaboratively with the Mayor and his cabinet on the City's Budget, citywide personnel matters, legal matters, economic development, and other administrative affairs. Work in consultation with constituents, local, state, federal elected officials, Department Heads, developers, businesses, non-profits, elected officials, and community groups to address community issues. *January 2014-present*

### **Lehigh Valley Association of REALTORS®, Bethlehem, Pennsylvania**

Director of Government Affairs: Responsible for developing, coordinating and advocating a legislative agenda that directly affects the real estate industry, consumer, and members of LVAR. Managed all aspects of government relations on local, state and federal levels. Responsible for educating Association members on government issues, overseen grassroots advocacy, and directed coalition building. Managed LVAR's Political Action Committee and fundraising efforts, Government Affairs Committee and Diversity Task Force. Gained certification to teach Fair Housing. Represented LVAR in media relations regarding government involvement and issues.) *November 2011-January 2014*

### **Moravian College Admissions, Bethlehem, Pennsylvania**

Assistant Director of Admissions: Represented and marketed Moravian College to potential students within a five state region. Aided in the explanation and the enrollment of financial aid programs to assist families in funding college education. Developed new college marketing strategy for College's publications. *January 2011-November 2011*

### **United States Senator Arlen Specter, Allentown, Pennsylvania**

Deputy Director: Served as liaison on constituent services and community relations for a five county region in Pennsylvania. Regularly represented the Senator in meetings with leaders in the community to include CEO's of companies, non-profits, hospitals and education institutions to discuss federal policy matters such as labor, education, banking and regulatory matters. Responsible for resolving constituent issues with executive branch agencies. Worked in consultation with constituents, Pennsylvania Congressional delegation members, state and local officials to prioritize legislative and appropriation concerns. Regularly assisted in organizing the Senator's travel in district. Served as internship program supervisor. Aided constituents and organizations on identifying and applying for federal funding and grants. *May 2003-January 2011*

**Nesquehoning Planning Commission**, Nesquehoning, Pennsylvania

Commissioner: Responsible for reviewing, researching, and advising future economic development projects within the borough. Prepared proposed drafts to adhere to borough and state codes.

*January 2002-January 2007*

**Carbon Beer and Beverage**, Nesquehoning, Pennsylvania

Assisted in management of family business. Assisted in accounts payable and receivable, bookkeeping, and public relations. Reviewed Pennsylvania LCB laws and advised family on codes. *April 1998-2005*

**EDUCATION:**

**East Stroudsburg University**, East Stroudsburg, Pennsylvania

Masters of the Arts in Political Science *May 2011*

Pi Sigma Alpha Member, the National Political Science Honor Society

**Moravian College**, Bethlehem, Pennsylvania

Bachelor of the Arts in Political Science *2003*

Class Representative for United Student Government. *August 2002-May 2003*

**ACTIVITIES:**

**Muhlenberg College Board of Associates** *May 2013*

**LVEDC Government Affairs Committee** *November 2011-January 2014*

**Greater Lehigh Valley Chamber Public Policy Committee** *November 2011-January 2014*