**Project Lead**

**About Project:**
The Memphis Chamber of Commerce is hiring Project Lead to oversee our census community field teams. These teams will be tasked with going to different businesses, churches, and community groups (in-person and virtually). The teams will communicate the 2020 Census's importance with attendees and have employees/congregants/attendees complete the census on the spot.

**Description:**
The project leader is an individual who leads the teams and makes sure the project is carried through. They motivate their team members and make sure everyone is on task. They resolve small scheduling and meeting conflicts and report any larger conflicts to superiors immediately. They communicate in a timely manner and work well with project management and teams.

**Responsibilities/Job Duties:**
- Provide weekly updates to Memphis Reimagine Census Committee regarding the weekly meetings and target goals
- Hold all team members accountable to following established procedures and protocol
- Hold weekly meetings with all team members
- Resolve any issues with scheduling and support the scheduler with verifying meetings
- Coordinate any material requirements (flyers, giveaways, etc.) for in-person visits

**Qualifications:**
Demonstrated ability to lead others
Positive attitude with strong teamwork skills
Excellent verbal communication
Willingness to learn about the 2020 Census
Passion for civic engagement
Proficient in the basics of Microsoft Word, Excel, and PowerPoint
Proficient in Zoom
Basic computer skills

**Preferred skills:**
Project manager or team lead experience **strongly preferred**
Knowledge of 2020 Census
Knowledge of Microsoft Teams and Google Meets
Proficient in Google Drive

**Job Length:**
30+ hours per week. Temporary, August 1st - November 1st

**Other:**
Reliable WIFI and access to a computer

**To Apply:**
All applications can be sent to Dominique DeFreece at ddefreece@tuci.org. Subject/title line should say: Application for [Position Name]*Position. If the individual was referred through an agency, they should include that in the title as well. For example, Application for Scheduler Position, Referred by UpSkills901. Please send all applications through email, no mailing, hand deliveries, or fax. Please title your attached application (First Name, Last Name, Position). Ex. Dominique DeFreece - Team Lead

All applicants will receive an email of the status of their application no later than Friday, July 31st at 5pm CST. General questions about the application or position can be emailed to Dominique DeFreece at ddefreece@tuci.org. Subject/title line should say: Question About Census Teams. General inquiries will be answered within 2 business days. Please no phone calls.
GREATER MEMPHIS CHAMBER

APPLICATION FOR EMPLOYMENT

Incomplete information could disqualify you from further consideration.

PERSONAL INFORMATION

NAME_________________________________________________

ADDRESS___________________________________________________________________________
____________________________________________________________________________

Email:___________________________________________________________________________

Home phone___________________________ Mobile Phone___________________________

Are you eligible to work in the US? ____Yes ____No

Are you at least 18 years of age or older? ____Yes ____No

Have you ever been terminated from employment: ____Yes ____No

If yes, details:
________________________________________________________________________________
________________________________________________________________________________

Are you available to work overtime? ____Yes ____No

Are there days you cannot work?____________________________________________________

Are you able to perform the responsibilities/ job duties of the position for which you are applying with or without a reasonable accommodation? ____Yes ____No

EMPLOYMENT

Position desired (circle One): Project Lead Scheduler Team Member

Date you can start_________________________

How did you hear about us? (Circle one) Chamber Website Referral Other
If referred, by whom?____________________________________________________

Have you worked for this company before? ____Yes ____No

If yes, when and what capacity? ________________

EDUCATION

Do you have a high school diploma or GED? ____Yes ____No

College Name & location:_____________________________________________________

Name under which Degree received:___________________________________________

Degree received, date & Major_________________________________________________

EMPLOYMENT HISTORY (list last 7 years from last to first)

From_________________ To_____________________

Employer_____________________________________________________________________

Address_____________________________________________________________________

Job summary and title:
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Reason for leaving:
___________________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________

From_________________ To_____________________

Employer_____________________________________________________________________
Computer/ Video Conferencing Skills (Zoom, Microsoft Teams, Google Hangouts), Describe:
Do you have special skills, experience, or training that would enhance your ability to perform the duties of the position for which you have applied?

PLEASE GIVE THREE REFERENCES WHOM YOU HAVE KNOW FOR AT LEAST 3 YEARS:

Name, phone or email, Company, Years Acquainted

1._______________________________________________________________________________

________________________________________________________________________________

2._______________________________________________________________________________

________________________________________________________________________________

3._______________________________________________________________________________

________________________________________________________________________________

What languages do you speak fluently?______________________________________________

Have you ever completed the decennial census for your household?  Yes__          No__

Do you have access to reliable internet/Wifi?  Yes__          No__

Do you have access to a reliable computer/laptop?  Yes__          No__

Do you have public speaking experience?    Yes__          No__

Please read before signing:

The Greater Memphis Chamber is an equal opportunity employer. The Greater Memphis Chamber does not discriminate in employment due to race, color, national origin, citizenship, ancestry, age, sex, marital status, disability, military status or any protected characteristic.

The completion of this application is not a promise or guarantee of employment. If hired, I understand that either the Greater Memphis Chamber or I can terminate my employment at any
time, for any reason, with or without cause, and without prior notice. No representative of the Greater Memphis Chamber has the authority to make any assurance to the contrary.

I attest that I have given true and complete information on this application. No requested information has been concealed. I understand that if any information provided is untrue, or I have concealed material information, this will constitute cause for denial of employment or immediate dismissal.

I authorize the Greater Memphis Chamber to contact references provided for employment reference.

Signature:________________________________________ Date:________________
Printed name:_______________________________________