Field Team Member:

About Project:
The Memphis Chamber of Commerce is hiring Field Team Members to oversee the schedules of 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:
Seeking motivated, hard-working, and bright individuals to work who would have the ambitious task of meeting with organizations every week to discuss the importance of the 2020 Census and help their employees/congregants complete the form.

Responsibilities/Job Duties:
- Lead virtual or in-person meetings where you discuss the importance of the Census and help people complete the form
- Participate in weekly calls with team leads and schedulers to discuss progress and planning
- Data entry providing weekly written reports on your progress and the success of your meetings

Qualifications:
- Positive attitude with strong teamwork skills
- Excellent verbal communication and comfortable talking to people from all different backgrounds
- Willingness to learn about the 2020 Census and key terminology
- Proficient in the basics of Microsoft Word, Excel, and PowerPoint
- Preferred Skills:
  - Bilingual Spanish speakers
  - Bilingual French speakers
  - Knowledge of Microsoft Teams and Google Meets
  - Proficient in Google Drive
  - Proficient in Zoom

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](mailto: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__________________________________________
Job summary and title:
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Reason for leaving:
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Employer________________________________________________________
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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:_____________________________________