Scheduler

About Project:
The Memphis Chamber of Commerce is hiring schedulers to oversee the schedules of our 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:
As the Scheduler your main function is to schedule the field teams’ meetings w/ businesses, churches, etc., project timelines, and any other meetings the Project Lead requires.

Responsibilities/Job Duties:
- Create call/in-person schedules for field teams
- Confirm and schedule meetings directly with businesses, congregations, nonprofits, etc.
- Respond to calls quickly and adjust schedules as the need emerges
- Send out calendar invites for all meetings and make sure appropriate information is included on these invites

Qualifications:
Previous clerical, administrative, or scheduler experience
Excellent phone and email etiquette
Positive attitude with strong teamwork skills
Excellent verbal communication and organizational skills
Willingness to learn about the 2020 Census and key terminology
Proficient in the basics of Microsoft Word, Excel, and PowerPoint
Proficient in Zoom

Preferred skills:
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 ddefreeze@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________________________________________________________________________
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: ___________________________