

Community Job Openings

City of Bartlett (Bartlett Recreation Center)
Front Desk Attendant – BRC (Evening Hours)
Open Until Filled

Salary: \$7.60 per hour based on experience.

This is a part-time position with no benefits.

Apply Online @ <http://www.cityofbartlett.org/Jobs.aspx?JobID=63>

Description:

This is a part-time position at the Bartlett Recreation Center. Candidate will work Wednesday and Thursday, from 4:00 p.m. until 10:00 p.m. and Friday, from 4:00 p.m. until 8:00 p.m., with alternating weekends and holidays. Will interact heavily with the public at the front desk position of the BRC.

Qualifications:

Minimum age of 18 with some skill and experience in operating PC software

Minimum of 35 cwpm tested keyboard speed

Customer service experience preferred, but not required

FedEx Corporation

Administrative Assistant for Staff Director

Position Information:

FedEx is seeking an Administrative Assistant for the Staff Director, Digital & Social Media Engagement within Corporate Communications at FedEx Corporation. The position is located at its headquarters in Memphis, Tennessee.

Responsibilities include:

- Provide ongoing phone support beginning 8:00am - 5:00pm.
- Handle all inbound calls to director and assist with routing to appropriate personnel as needed.
- Assist with the development and proofreading of memos for internal correspondence.
- Serve as liaison between department, disbursements, accounting, contracts, legal, technical personnel, human resources and vendors for director as needed.
- Provide adequate follow-up without prompting to keep things moving forward.
- Organize and control director's appointment calendar and schedule meetings accordingly with staff and Administration.
- Compile business travel itineraries, coordinate travel, car service and lodging arrangements in accordance with business needs.
- Compose written correspondence and emails as needed.
- Maintain employee calendars for departmental employees with accurate accounting of all time off.
- Manage departmental personnel records and filing system. Assist with file system and overall maintenance of filing and record keeping for general business.
- Assist with implementation of contractual agreements, routing paperwork to Sourcing, Legal and vendors to ensure full execution and work authorization.
- Maintain system of records including budget, monthly reports, and invoice payments to disbursements. Research discrepancies on budget related issues.
- Coordinate and process travel and expense reports for director.
- Assist in review and/or approval of expense items of management team in accordance with Corporate Policies.
- On occasions this position will provide backup to VP Administrative Assistant and other departmental assistants.

Qualifications:

- High School diploma/GED.
- CPS or one year of related college courses preferred.
- Considerable related business experience (three years minimum. Good spelling, punctuation and basic grammar skills.
- Familiarity with and ability to operate office equipment.
- Ability to compose correspondence for management signature.
- Ability to prioritize mail and telephone calls for review/action.
- Good organization and communications skills.

Job ID: 11949

Apply @ http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=511949&Locale=en

FedEx Supply Chain Services
Material Handler Opening (2nd shift position)

Overview:

- Responsible for performing routine and some non-routine tasks involved in the receiving, stocking, and shipping of material.
- Performs these tasks in a warehouse, crossdock, or production support environment.
- Position duties are carried out in continuous improvement environments.
- Prepares and maintains records of merchandise shipped.
- Post weights and shipping charges and prepares material for final shipment.
- As required, lifts heavy items.
- Most tasks are well defined and require general judgment or interpretation.
- This position requires a moderate level of supervision and some warehousing/distribution experience.

Position Information:

- Complete assigned tasks in a reasonable amount of time with a high level of accuracy.
- May require the operation of banding, wrapping, packaging, or cleaning equipment.
- May require the ability to use PC and/or RF-based computer systems to perform tasks.
- May require the use of manual or powered pallet jacks.
- May require the operation of powered lift trucks and/or floor sweepers.

Qualifications:

- High school diploma or equivalent
- 2 years related experience
- Forklift certification.

This description represents the most significant duties of this position but does not exclude other occasional assignments not mentioned, the inclusion of which would be in conformity with the position's compensable factors.

Job ID: 11853

Apply @ http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=511853&Locale=en

Bridges USA
Vice President of Youth Department Opening

POSITION DESCRIPTION:

The Vice President of BRIDGES Youth Development is responsible for the oversight, management and direction of the BRIDGES Youth programs (including Future Builders, O2E, PeaceJam and Bridge Builders®) in collaboration with program coordinators/directors. Full-time, regular; exempt.

DUTIES AND RESPONSIBILITIES:

1. Develop and implement direction, vision and systems for excellence in curriculum development, program delivery and program documentation/reporting of all BRIDGES Youth programs.
2. Inspire, train and coach youth program coordinators/directors in methods, philosophy and approaches to high quality youth development.
3. Insure that all programs have quality involvement and retention strategies and methods.
4. Provide system and support for seamless ongoing communication and program coordination amongst all youth programs.
5. Develop, maintain and oversee the annual budget for Youth Department in collaboration with program coordinators/directors.
6. Provide Catalytic Coaching for direct staff and/or volunteers on an ongoing basis.
7. Work collaboratively with Youth Department Curriculum and Evaluation Specialist to insure annual evaluation systems are implemented accurately and timely.
8. Work collaboratively with Youth Department Data and Logistics Specialist to insure department provides accurate and timely data information for monthly/quarterly/annual data reports/report cards/etc.
9. Establish system for ongoing evaluation/enhancement of program delivery utilizing monthly report cards and budget summaries.
10. Work collaboratively with CFO to provide ongoing analysis and re-estimate of youth program budgets.
11. Insure accurate and timely reports/requests are provided to United Way of the Mid-South, City of Memphis and other funding sources as necessary.
12. Maintain positive relationships with collaborative partners.
13. Insure that risk management procedures are established and followed for all BRIDGES Youth Programs.
14. Provide stewardship of participants/partners/schools, including acknowledgements, regular correspondence, newsletters, website information, and follow-up reports as appropriate.
15. Participate in BRIDGES activities, events and fundraising efforts.
16. Will be required to use personal car from time to time to attend meetings/functions located off campus.
17. From time to time will be required to work on weekends and in the evening.
18. Perform other reasonably related duties as assigned by the Senior Vice President.

QUALIFICATIONS/STRENGTHS:

1. Minimum 5 years experience in a youth development leadership role including: management, staff development/supervision, direction, budgeting and planning.
2. Experience in providing and leading youth development programs with an experiential/adventure education core where participant's knowledge and experiences are honored and strengthened through shared experiences.

3. Experience in the development and training/facilitation of experiential education curricula for adolescent youth.
4. Have experience and enthusiasm for coaching and developing the strengths and skills of staff members and program participants.
5. Knowledge of adolescent development and effective approaches to address their developmental needs programmatically.
6. Detail oriented with ability to multi-task while maintaining high quality accountability measurements and documentation of all program activities.
7. Possess a genuine interest, knowledge and passion for working with a diverse population of adolescent youth and adults so that their unique assets are recognized and developed.
8. Desire, ability and passion for working with adolescent youth to provide an environment and opportunities to realize their unique strengths and actualize their potential.
9. Value diversity and seek out opportunities for self, staff, volunteers and program participants to interact and learn in diverse settings.
10. Strength in developing and maintaining positive working relationships where open communication exists with BRIDGES staff agency wide, community partners and funding agencies.
11. Is a lifelong learner and exhibits this in his/her life.
12. Ability to recruit and develop a diverse team of program staff, volunteers and contract facilitators.
13. Experience working effectively and collaboratively with community organizations, and schools
14. Good communication (verbal and written), interpersonal and leadership skills.
15. Must be computer literate with knowledge and experience using Microsoft products.
16. Degree in Education, Social Work, Psychology, or related field. Masters preferred.
17. Must possess a valid driver's license and show proof of liability insurance coverage as required by the laws of the State of Tennessee and as outlined in the BRIDGES Employee Handbook.

PHYSICAL DEMANDS:

1. Employee will regularly participant in high-energy activities that require running, stooping, etc.
2. Requires ordinary ambulatory skills sufficient to visit departments at BRIDGES Center and meeting held offsite.
3. Requires excellent communication skills both spoken and written.
4. While performing the duties of this job, the employee is frequently required to sit, talk, hear and see. The employee is required to use hands and fingers and reach with hands and arms.
5. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Email resumes to Peggy Carroll with the name of the position in the subject line. No phone calls, please. Receipt of all resumes will be acknowledged. pcarroll@bridgesusa.org

The First Tee of Memphis Book Keeper

*Qualified individuals may send their resume and a cover letter via facsimile to 901-744-0323 indicating their words per minute (WPM) typing average, desired salary range and references to Washina White or they may email thefirsttee@msjga.org. *A background check will be performed.

- Full Time: No
- Part Time: Yes
- Weekends: No
- Benefits: No
- Shift Work: Flexible
- Hours/Week: Flexible

Salary is commensurate with experience

Job Requirements:

- Analyze the business transactions of small- to medium-sized non profit
- Ensure that all accounts remain balanced
- Completes and records any and all sales
- Responsible for payroll, issuing paychecks and calculating proper deductions and withdrawals to be removed from them when necessary
- Report to Executive Director or the Board of Directors
- Prepare profit-and-loss statements highlighting a particular time frame
- Create Financial Reports through P & L's
- Report grants and all restricted funds

Qualified candidates must have excellent organizational and time management skills, as well as be detail-oriented and able to work in a team environment. The organization prefers a bright, energetic person who plans to stay with the non-profit and who has experience with Word Perfect and Microsoft Word, Excel, and Outlook. The person we are seeking must also possess excellent communicative skills, in that the candidate must be capable of speaking eloquently and clearly. The job itself entails a full range of responsibilities.

A successful bookkeeper should:

- Possess exceptional mathematical skills
- Be able to follow directions
- Operate under specific guidelines or procedures as directed by the supervisor.
- Have excellent technical skills and be proficient on various financial and spreadsheet software such as Peachtree For Non Profits and Microsoft Excel.
- Be an excellent communicator, both orally and in writing
- Report financial data to his superiors or committees

The First Tee of Memphis Administrative Assistant /Volunteer Coordinator

- Full Time: No
- Part Time: Yes
- Weekends: Some
- Benefits: No
- Shift Work: Flexible
- Hours/Week: Flexible

The daily work includes the following tasks: answering and returning phone calls; receiving and responding to emails; photocopying, scanning, and faxing documents; postage; greeting and assisting clients visiting the office; relaying incoming faxes; and other administrative work. Salary is commensurate with experience.

Key Attributes

- Exhibit The First Tee's "9 Core Values:" Honesty, Integrity, Respect, Confidence, Responsibility, Judgment, Courtesy, Perseverance, and Sportsmanship
- Administrative support to the organization
- Serve as Volunteer Coordinator for the organization
- Work as a team with the Executive Director and the Director of Golf to ensure delivery of high-quality, year-around programming
- Strong computer skills and communication skills required

General Administration

- Serve as staff for monthly Board Meetings, coordinate arrangements, and copies of agendas and minutes
- Answer phones and reply to miscellaneous e-mails regarding program
- Maintain participant database and submit to home office
- Process registration and make sure all materials have been received from participants, including: registration forms, medical information cards, and fees
- Track donations received, send "thank you" letters, and keep copies of all checks for our records
- Keep office stocked with supplies and marketing materials
- Photocopy & fax as needed
- Maintain phone, voice mail, and cell phones
- Maintain all office equipment, furniture, computers, printers
- Handle all mailings for programming and fundraising and utilize U.S. Postal
- Service Bulk Mail account

Volunteer Coordinator

Maintain primary responsibility for Volunteers

- Staff Volunteer Committee, & take minutes at Volunteer meetings
- Recruit and place volunteers

- Communicate volunteer needs
- Interview volunteers and keep volunteer application records
- Maintain volunteer database
- Track volunteer paperwork/hours
- Run background checks annually on all volunteers

Programming Coordination

- Create & maintain programming documentation
- Program Guide
- Registration Materials
- Coordinate registration mailings to 1000+ participants

Events

- Organize mailing parties to mail event invitations
- Assist with creating signage for events
- Coordinate registration materials and all administrative processes for event
- Coordinate parents and participants in the day of event activities
- Recruit, train, and oversee event volunteers

Fundraising/Grants

- Maintain master database of donors and supporters
- Coordinate all logistics for direct mail campaigns and track results in database
- Keep revenue records for matching grants

Qualified individuals may send their resume and a cover letter via facsimile to 901-744-0323 indicating their words per minute (WPM) typing average, desired salary range and references to Washina White or they may email thefirsttee@msjga.org.

*A background check will be performed.

FedEx Services Associate Auditor

General Summary:

- Assist in the performance of worldwide integrated financial/operational/information systems audits and special projects under the direction of the Auditor, Senior Auditor and/or Manager Audit.
- Designs and programs audit software during the performance of audits and special projects.
- Assists in the preparation of formal reports and presentations of audit results for senior and executive management and the audit committee of the board of directors.
- Perform audit tasks to assist external auditors and avoid duplication of effort and to minimize professional fees.
- Perform all other related duties as assigned.

Preferred candidates will have successfully completed a FedEx Services Internal Audit internship.

Qualifications:

Bachelor's Degree, preferably in Accounting, Finance, Business Administration, International Business, Engineering or Information Systems. CPA, CIA, CISA, CFE, CCSA or Masters Degree preferred. Directly related experience in internal audit, public accounting, finance, and engineering and/or information analysis/planning preferred. Knowledge of COSO and control standards. Familiar with CAAT applications using ACL, SQL, MS Access, or MS Excel or other similar tools preferred. Strong human relations, analytical, and oral and written communications skills. Potential for frequent extended North American and international travel. Bilingual preferred.

Job ID: 12040

Apply @ http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=512040

FedEx Supply Chain Services Material Handlers

These are 2nd shift positions.

Responsible for performing routine and some non-routine tasks involved in the receiving, stocking, and shipping of material. Performs these tasks in a warehouse, crossdock, or production support environment. Position duties are carried out in continuous improvement environments. Prepares and maintains records of merchandise shipped. Post weights and shipping charges and prepares material for final shipment. As required, lifts heavy items. Most tasks are well defined and require general judgment or interpretation. This position requires a moderate level of supervision and some warehousing/distribution experience.

Position Information:

- Complete assigned tasks in a reasonable amount of time with a high level of accuracy
- May require the operation of banding, wrapping, packaging, or cleaning equipment
- May require the ability to use PC and/or RF-based computer systems to perform tasks
- May require the use of manual or powered pallet jacks
- May require the operation of powered lift trucks and/or floor sweepers

Qualifications:

- High school diploma or equivalent
- 2 years related experience
- Forklift certification

This description represents the most significant duties of this position but does not exclude other occasional assignments not mentioned, the inclusion of which would be in conformity with the position's compensable factors.

Job ID: 11983

Apply @ http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=511983

Church Health Center of Memphis IS Help Desk Support

The Church Health Center of Memphis (CHC), a not-for-profit organization currently has an opening for an Information Systems Support Help Desk Specialist. This full-time I.S. Help Desk/Support Specialist position provides day-to-day support services for all CHC network users. Please Note: The nature of the Information Systems industry will upon occasion require the chosen candidate to work hours outside of standard 40-hour work week.

To be considered for this position, you must meet all criteria set forth in the job posting below

Essential Functions:

The Specialist coordinates and administers a variety of help desk support services to include:

- Hardware (setup, installation, diagnostics, relocation)
- Commercial software installation and support
- Print services
- Telephone systems (Wired and Wireless)
- Printer toner supply inventory
- Duties and projects as needed to facilitate the continued efficiency of the CHC network system

Education/Experience Requirements:

- The qualified candidate will possess an A.S./B.S. in Computer Sciences or its equivalent.
- This mid-level position requires minimum of five (5) years experience in installing and maintaining personal computer workstations and printers; as well as work experience with networking in a medium to large sized local area network.

Certification/License Requirements:

The certifications as required to expertly perform this position are:

- A+
- Network +
- Microsoft or Cisco CCENT/CCNA

Special Skills & Knowledge:

Expert competency in the following is required:

- Communication skills to converse with staff, management, and vendors
- Customer service skills
- The ability to work in a self-directed manner when required
- Proven organizational skills in order to facilitate a diverse set of support services center wide
- Instillation/maintenance of workstation operation systems, printer drivers, email clients, and other software

- Provide instruction when needed to CHC network users on the fundamentals of using personal computers

APPLICATION INSTRUCTIONS:

To be considered for this position, please follow these application instructions:

Applicants should submit a cover letter (including salary requirements) along with a current resume in Word format as an attachment, and email it to: paulsenc@churchhealthcenter.org only. Please type " I.S. Support Position" in the subject line. The employment process includes a background screening. Please, no phone calls concerning resume submission or status during the hiring process.

Behavioral Health Initiatives, Inc.

Behavioral Health Initiatives, Inc is accepting applications for part & full time employment. Please see attached job description. For more information please contact me at the numbers below.

Erin Bellinger, BS
Housing Coordinator
Poplar: 901-452-6691
Pt.Church: 901-353-0070
Cell: 901-275-9231

Summary: Under the direction of the House Manager, responsible for managing and assisting in the day to day operations and residents of the BHI Group Homes.

Examples of Duties:

- Provide daily living skills or assistance - particularly meal preparation, housekeeping, developing support networks and socialization.
- Medication monitoring, management and education.
- Assist residents in involvement in the ongoing development of the community including, house rules and services offered.
- Assist residents in maintaining access to medical and mental health services.
- Counseling and supporting residents in achieving self-identified goals.
- Providing assistance to residents in meeting lease obligations and complying with house rules.
- Assisting residents with linkage and referrals to other services or programs.
- Provides conflict resolution training to residents.
- Provides transportation of residents with BHI vehicle, to appointments, outings and etc.
- Attends all training and staff meetings as requested by supervisor and required by licensure.
- Assists to ensure that all TDMHDD, THDA, and licensure requirements are met.
- Completes all documentation timely and accurately as required by program guidelines and licensure.
- Completes all other duties as assigned by supervisor.

Position Specifications are descriptive only and are not restrictive; they shall not be construed as declaring the extent or what the specific duties and responsibilities of any position shall be, or as limiting or in any way modifying the authority of the Executive Director (or designee) to assign duties or to direct or to control all employees under his/her supervision. The typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality.

Minimum Qualifications: High School Diploma or equivalent. Experience in a group home setting or working with persons with a mental illness is preferred. The above qualifications express the minimum standards of education and experience for an applicant for this position. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

Liberty Bowl Stadium Part time Opportunities for Football Season

There are over 80 positions to fill!

Visit the websites:

www.memphisconvention.com

www.thecannoncenter.com

www.thelibertybowlstadium.com

www.smgworld.com

PART TIME JOB OPPORTUNITIES

(September through December 31, 2010)

PARKING ATTENDANTS

To Work Stadium Events: The Southern Heritage Classic, University of Memphis Football Season and the Auto Zone Liberty Bowl Game. Part-time position paid an hourly rate of \$12.32 per hour. Applicants will work in the parking lots of The Liberty Bowl Memorial Stadium, directing guests where to park. We are looking for smiling faces who like working with the public, follow directions well and don't mind working in the weather elements (rain, heat, cold). We will provide uniform shirt/jacket/ball cap. Shift hours vary according to game kick-off time. We are looking for a commitment from you for all games.

Applicants:

- Must be 18 years of age.
- Must be able to stand for long periods of time. Shifts could range from 5 hours to 12 hours game day.
- Must have two forms of ID's - current driver's license/ID, social security card, and/or birth certificate.
- The Southern Heritage Classic is September 11; All University of Memphis football games are on Saturdays. The Auto Zone Liberty Bowl game is Friday, December 31.

If interested, please provide:

Name

Address

Daytime/Cell phone

Email Address:

Please respond by email no later than 4:30 p.m. Tuesday, August 31st. Please email to Nancy Long - HR Manager - nlong@memphisconvention.com. No phone calls please.

Once responses are received, a follow-up meeting at the Liberty Bowl Stadium Multi-Purpose Room will be scheduled.

8/26/2010

**Porter Leath
Bus Monitor/Custodian**

Closing Date: September 6, 2010

DESCRIPTION:

The Bus Monitor/Custodian will monitor the safety of the children riding the bus as designated and will assist to assure the buildings and grounds are safe, clean and neat.

QUALIFICATIONS:

- High School Diploma or GED.
- Experience working with preschool age children and in maintaining/cleaning an office or daycare is preferred
- Knowledge of proper child safety restraint in a vehicle.
- Janitorial and general maintenance skills. One year of experience maintaining/cleaning in an office or daycare setting.
- Ability to properly use and maintain a variety of cleaning equipment.
- Good organizational skills to determine workload priorities. Knowledge of necessary cleaning supplies and their proper use.
- Ability to take oral and written directions.
- Ability to exercise initiative in reporting concerns.
- Ability to cooperate with staff in maintaining a positive atmosphere for the children & must be patient with children and assist as needed.

Apply @ <http://plcareers.iapplicants.com/>

Monogram Foods

Director of Customer Service

Summary: The Director of Customer Service is responsible for directing the company's customer service/call center activities to meet the departmental goals as well as supervising, training and coaching a staff of 10 Customer Service Reps.

Key Responsibilities:

- Collaboration with key company functions (logistics, warehousing, sales, accounting, and production) to ensure consistency in service and to keep abreast of changes that impact customer service operations.
- Responsible for department planning, growth and strategic initiatives.
- Troubleshooting with key customers and understanding concerns, being responsive, and exceeding expectations.
- Invoicing
- Deductions clearing
- Understand and develop company systems to ensure that proper tools are being used to support current and future needs.
- Business planning and analysis for continued success as the organization grows.

Qualifications:

- Requires a Customer Service Manager with previous service driven initiative experience. Director must have a demonstrated background in leadership and resource management.
- This position requires thorough product knowledge.
- Must have a full understanding of customer service philosophy and procedures of the company
- Must have the ability to be persuasive with customers, keeping "customer satisfaction" as a guiding factor.
- Must have the ability to motivate staff and deal effectively with performance problems.
- Must have excellent communication skills and ability to present effectively to C level executives and to the public.
- Team leadership/people management
- Collaboration with other company functions
- Deep understanding/knowledge of how the business works in order to effectively work with customers

Education and Experience: BS/BA degree from an accredited college/university required. MBA/MA preferred. 10-25 years of relevant experience.

Computer Skills: Must become proficient to expert in all three ERP systems currently deployed (Canopy, Advantage, Great Plains) and proficient to expert in Microsoft Excel. General skill levels in Microsoft Word and PowerPoint are required, as well as Microsoft Outlook.

Send resumes to Mindy Lane @ mlane@monogramfoods.com.

8/26/2010

Bank Openings

Several openings in the financial world: First Tennessee Bank, Regions Bank and Independent Bank. See links for details.

Independent Bank

Customer Service, Full Time Collectors, Teller Positions

<http://ibankonline.iapplicants.com/searchjobs.php>

Regions Bank

Teller Positions

<https://regions.recruitmax.com/ENG/candidates/default.cfm?szCategory=JobList&szFormat=search>

First Tennessee Bank

Customer Service Representatives, Teller Positions, Financial Service Reps

<http://www.fhnc.com/index.cfm?Fuseaction=Careers.Home>