

## August Postings (08/27/2020)

**Gibson Connect Fiber Service Assistant**- This position is located at the Member Service Center at 1207A S. College Street in Trenton, Tennessee. The normal working hours will be Monday through Friday from 8:00 a.m. to 5:00 p.m., however, the person who fills this position will be expected to work overtime, at night, and on weekends when needed. Required qualifications for this position are at least one year of experience in a customer service/clerical position; a high school diploma or the equivalent; proficiency in keyboarding and Microsoft Office Suite software; the ability to effectively plan, organize and meet deadlines under pressure; the ability to perform multiple tasks simultaneously; and the ability to effectively communicate with and courteously assist consumer-members, other employees and the public. Two years or more of experience in a customer service/clerical position in an electric utility or telecommunications company is preferred. For more information and/or to apply, please visit [www.gibsonconnect.com/careers](http://www.gibsonconnect.com/careers). Please print and fully complete the application form and submit it by emailing to [applications@gibsonemc.com](mailto:applications@gibsonemc.com); mailing to Gibson Connect, ATTN: Human Resources, 1207A S. College St., Trenton, TN 38382; faxing to (731) 562-1317; or dropping off at your local Gibson EMC member service center. Incomplete applications will not be considered, and applications must be received by 5:00 p.m. on September 10, 2020. (08.19.2020)

**UnitedHealth Group Customer Service Representative (886605)**- These positions are located in Franklin, Tennessee. UnitedHealth Group is seeking English and bilingual speakers for entry-level customer service positions. Talented and passionate individuals who are determined to find innovative ways to help more people live healthier lives are encouraged to apply. For more information and/or to apply, please visit [www.careers.unitedhealthgroup.com](http://www.careers.unitedhealthgroup.com) and enter the above job number in the keyword search. Resumes may also be emailed to Erika Richoz at [Erika\\_richoz@uhg.com](mailto:Erika_richoz@uhg.com). (08.19.2020)

**Rural Animal Rescue Effort (R.A.R.E) Social Media Marketing Internship**- This internship may be performed remotely and is for a nonprofit company based in Columbia, Tennessee. This is a great position if you're a social media marketing enthusiast with a creative flare, and have an interest in animal welfare and rescue. The successful candidate should be looking for a low-key ongoing commitment to spread awareness and solicit donations for a locally based nonprofit animal rescue transport operation. R.A.R.E. has saved thousands of lives by transporting homeless dogs and cats to quality rescues across the United States. This is an unpaid internship for a 501(c)(3) nonprofit and requires a time commitment of approximately 1 hour per week. The responsibilities of the intern will include managing Facebook and Instagram accounts, and designing appealing promotions on a weekly basis to generate awareness and broaden the donor base. Interested applicants should submit a statement which includes why they are interested in this position and any relevant experience they may bring to the table. These statements of interest should be emailed to Laura Prechel at [sparksrise@gmail.com](mailto:sparksrise@gmail.com). Questions may also be directed to Robin Lapre at [robinlapre@comcast.net](mailto:robinlapre@comcast.net). (08.25.2020)

**South Central TN Workforce Alliance Part-Time Internship-** This internship is located in Spring Hill, Tennessee. The Alliance is looking for a college student to provide fingerprinting services. The intern will work two or three days a week ( Monday, Tuesday, Wednesday or Thursday) for 3 to 4 hours per day (8:30 a.m.-12:00 p.m. or 1:00 p.m.-4:00 p.m.). The rate of pay will be \$12.00 per hour. This assignment is temporary and may potentially last until November or December. The intern must be at least 18 years old, have a valid driver's license and proof of US citizenship, and successfully complete a background check and Fingerprinting Services onboarding requirements. The intern will verify identity of and enroll applicants, scan documents and capture biometrics using computer equipment provided in accordance with requirements; transmit applicant information and fingerprints; and verify applicant identity documents to ensure validity. The successful applicant will have the ability to work with diverse customers and community members, excellent customer service skills including problem resolution, the ability to function effectively as a team member, the ability to maintain professional posture in all interpersonal job-related activities, and flexibility and dependability. For more information or to apply, please contact Tonja R . Garrett, Chief Operating Officer, at (931) 398-6033 or [Tonja.Garrett@sctworkforce.org](mailto:Tonja.Garrett@sctworkforce.org). (08.25.2020)

**Federal Government Employment Opportunities in Alabama-** These jobs are located across the state of Alabama, and many new positions are posted each week. These are excellent career opportunities working for the United States Government. Openings are available in the Departments of Agriculture, Air Force, Army, Commerce, Defense, General Services, Homeland Security, Interior, Justice, Legislature, NASA, Transportation, Treasury, and Veterans Affairs. For more information and/or to apply, please visit [www.FederalGovernmentJobs.US](http://www.FederalGovernmentJobs.US). Application deadlines for these jobs vary, so apply today! (08.21.2020-08.27.2020)