



*Envisioning a community in
which everyone is given the
opportunity to thrive and
live with dignity.*

Resource Connection & Support Community Warming/Drop-In Center Addie's Attic Clothing Bank Basic Essentials Hygiene Pantry

SEEKING INTAKE SPECIALIST TO JOIN OUR TEAM

Bridging the Gap is looking for someone to join our team as an Intake Specialist for Addie's Attic Clothing Bank and Everyday Basic Essentials Hygiene Pantry.

Bridging the Gap (BTG) serves individuals and families who are experiencing significant poverty, sometimes in combination with substance use disorder and active mental illness. BTG also serves a large number of New Mainers (immigrants).

Primary responsibilities include greeting and interacting with all customers; filling out online forms; and entering information into a database.

This can be a fast-paced role in a busy environment. It is the most "forward-facing" position at Bridging the Gap and therefore requires significant customer-service skills.

The ideal candidate will be

- Friendly and engaging
- Calm under pressure
- A clear and respectful communicator
- Computer literate with a high level of comfort working with Excel and Google documents and forms

This is a 10 hours per week position with a non-negotiable schedule of Tuesdays and Thursdays from 9:30 – 2:30. There is a possibility of additional hours in the future depending on the skill set of the employee.

Rate of pay: \$18/hr with vacation and sick time

To apply, send a cover letter and resume to bridgingthegapaugusta@gmail.com and put "Intake Specialist" in the subject line