



## Receiving Center Coordinator

The Receiving Center Coordinator will work to meet client needs by recruiting, managing, and recognizing volunteers and procuring and managing distribution of donated goods.

If you have experience with community outreach and volunteer and/or project management and would like to use your skills to help end hunger and homelessness, please consider this opportunity!

### Job Requirements

- Bachelor's degree or equivalent experience.
- Community outreach, public speaking, volunteer and/ or project management experience.
- Appreciation and understanding of issues people face who are experiencing homeless and living in poverty.
- Must have ability to work independently as well as part of a team.
- The ability to establish boundaries and set limits with a diverse population.
- Familiarity with relevant community resources.
- Impeccable organizational skills.
- Excellent communication skills, both oral and written.
- Flexibility
- Experience working in a team setting.
- Ability to drive a small cargo truck, with a valid driver's license and an acceptable motor vehicle record.

### Compensation and Benefits

- \$17.00 per hour
- Medical w/100% employer paid option for FT
- Dental w/100% employer paid option for FT
- Vision
- Employer Paid Life, STD, and LTD
- 403(b) retirement plan w/ employer match
- Generous Vacation, Sick and Personal time off package
- 12 Paid Holidays
- Optional supplemental Life, Critical Illness, and AD&D options

**To Apply** Please submit an application, cover letter, and resume to: [humanresources@preblestreet.org](mailto:humanresources@preblestreet.org)

*Please note: Automatically-generated confirmations of receipt will be sent in response to applications sent via email. Only those candidates selected for interviews will be otherwise contacted. Preble Street, a 501(c)(3) nonprofit agency, has been working since 1975 to provide best practice social services that meet urgent needs and end hunger and homelessness for individuals and families in Maine living in poverty. Operating from seven sites in Portland, Lewiston, and Bangor, Preble Street programs include Street Outreach Collaborative, Maine Medical Center-Preble Street Learning Collaborative, Food Programs, Maine Hunger Initiative, Advocacy, Veterans Housing Services, Logan Place, Florence House, Huston Commons, Teen Services, Anti-Trafficking Services, and Homeless Voices for Justice. Preble Street is an equal opportunity employer that does not discriminate on the basis of race, religion, color, national origin, sex, military status, age, disability, sexual orientation, gender identity, genetic information, creed, citizenship status, or any other characteristic protected by federal, state or local laws. This policy applies to all of Preble Street's hiring practices, and all terms and conditions of employment.*