



Martin F. Szydłowski, Executive Director

Job Posting

INTAKE SPECIALIST

Applications are currently being accepted for a full-time Intake Specialist. Auburn Housing Authority offers an excellent benefits package.

The Intake Specialist provides responsible support to Housing Programs Manager, LIHTC Housing Specialist, PIH/Multi-Family Housing Specialist, Housing Choice Voucher Specialist. To maintain wait lists across all programs of Auburn Housing Authority. Interact with internal (directors, managers, housing specialists), and external customers (tenants, potential tenants, general public, case managers) on a daily basis. Providing outstanding support while maintaining good judgment and confidentiality.

The Intake Specialist is a 35-hour weekly, non-exempt position. The starting pay is based upon experience. Auburn Housing Authority has an excellent benefit package some of which include health, dental, short-term disability, Maine State Retirement, 24 days Earned Benefit Time, and 13 paid holidays.

You may send a resume to: trouleau@auburnhousing.org

You may also pick up a job application and job description at:

**Auburn Housing Authority
20 Great Falls Plaza
Auburn, ME 04210**

For more information please contact:

Tamara Rouleau, Human Resource Administrator at (207) 784-7351

Or go to our website: www.auburnhousing.org

Equal Opportunity Employer / Section 3 Applicants Encouraged to Apply

P.O. Box 3037 20 Great Falls Plaza Auburn, Maine 04212-3037 (207) 784-7351 FAX: (207) 784-5545 ME Relay – Call 711



Equal Housing Opportunities