



BridgePoint Housing

Address: 3750 Hacks Cross Road, Ste. 102-317, Memphis, TN 38125

Telephone: (901) 661-7136

Email: admin@bridgepointcentermemphis.com

Position: Business / Operations Intern

Company Overview:

BridgePoint Housing is building systems that support structured housing, compliance, and program growth for justice-involved individuals and individuals in recovery. Strong operations are essential to maintaining efficiency and long-term sustainability.

Job Summary:

The Business Intern will assist in organizing and maintaining the internal systems that keep the program running smoothly. This role focuses on structure, tracking, and operational support.

Responsibilities:

- Maintain trackers and internal systems
- Assist with reporting and data organization
- Support workflow and process improvements
- Organize documentation and administrative materials

Qualifications:

- Business or related field student
- Strong organizational and technical skills
- Familiarity with Excel or Google Sheets

Education:

- Enrollment in a Business or related program (required)

Benefits:

- Hands-on experience in operations and administration
- Exposure to program development and management
- Flexible scheduling

To Apply:

Please scan the QR code below to submit your resume and a brief statement of interest to

admin@bridgepointcentermemphis.com

