



**Job Title:
Program
Operations
Manager
Salary: \$4472.00
per month+ full
benefits**



Opportunities, Inc.

**Job Opening
Announcement Staff/Public**

Open July 8-18, 2022, closing at 1:00 pm "EOE"

An Opportunities, Inc. Application MUST be completed for consideration. Email a scanned pdf application to hr@gfoppinc.org. You may request an application & a job description by calling 406-761-0310 or visit <https://oppinchanginglives.org/>

Qualifications:

1. Bachelor's degree in Business or Human Service Administration, Organizational and Institutional Management, Early Childhood or Elementary Education, Sociology or Psychology, Communications and Culture, preferred or related field.
 2. Two years of experience in management (one year must be experience supervision staff)
 3. Strong organizational skills.
 4. Experience in creating newsletters and publications, public speaking and/or public relations.
 5. Experience in engaging and organizing a variety of community partners to meet agency goals.
 6. Proven work experience in compiling and analyzing data and creating reports and grants.
 7. Must not have prior convictions of physical or sexual abuse of children.
 8. Must have a clean driving record.
 9. Must follow Drug and Alcohol Policies and Procedures.
- Must be able to lift up to 50 lbs.

Overall Responsibilities:

1. Responsible for community and administrative support services for the Opportunities, Inc. Head Start Prenatal to Five programs.
2. Collect required information and monitor program activities to ensure compliance with applicable U.S. Department of Health and Human Services (HHS) and state licensure administrative requirements.
3. Manage the program and components to ensure seamless service delivery approach within the current Head Start prenatal to five programs.
4. Assist the Head Start Deputy Director/Director in maintaining confidential and sensitive information and materials.
5. Will be expected to become completely familiar with the agency mission and philosophy, and fully participate in the accomplishments of agency goals and objectives. Be an advocate for the low and fixed income, and promote social and economic justice.