



Opportunities, Inc.

Job Opening Announcement – Staff/Public

Position Open: March 23rd, 2023 – March 30th, 2023 @ 4:00 p.m.

Job Title: Administrative Officer

Salary: \$52,000.00 Annually plus full benefits

POSITION SUMMARY

The **Administrative Officer (AO)** is responsible for administrative support systems, supervision, procurement, maintaining service contracts and agreements, facilities, insurance, inventory control and communication materials. Administrative support includes reception, supplies, file maintenance, meeting logistics, and special projects. The AO provides direct support to the Executive Director assisting with advancing the community presence and perception of the Agency in the community, including marketing, fundraising and community outreach efforts by the agency. Exercises discretion and independent judgement with respect to matters of significance affecting daily operations of the administration and operations of special projects. Maintains confidentiality of information and activities as needed and supports the effective flow of communication within the organization. This position supports effective internal and external communications and the implementation of key public relations strategies, in alignment with the overall mission and strategic plan. Must be an advocate for low- and fixed-income individuals and promote social and economic justice.

Education Requirements:

The following education requirements are considered essential:

- A Bachelor's degree business, social services, communications, public relations or similar field. Emphasis in marketing, communications, public relations or related field preferred.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least five (5) years of experience in administrative management required; in social service setting preferred.
- Three (3) years of progressive experience in planning, communications, marketing, public relations, market research, or equivalent combination of education, training and/or experience in a non-profit setting is required.
- Must be familiar with Davis Bacon Requirements.
- Must have analytical skills and creative experience necessary to address targeted messages to a variety of audiences.
- Strong written and oral communications skills and solid grammar are essential, including ability to write well, listen effectively, interview and gather pertinent information from sources at all levels in the organization, and work with varying levels of staff.

An Opportunities, Inc. Employment Application must be completed for consideration. You may request a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m., March 30, 2023.

"EOE" M/F"

Applications may be faxed to (406) 315-3139. Scanned pdf applications may be emailed to hr@gfoppinc.org or you may mail applications to Opportunities, Inc., PO Box 2289, Great Falls, MT, 59403, Attention: HR Department.