



Apply Today

1100 1st Ave North,
Great Falls

oppincchanginglives.org

hr@gfoppinc.org

Opportunities, Inc. is an
Equal Opportunity Employer.

**Make a difference every
single day.**



WE WANT YOU

HEAD START RECEPTIONIST

Make a difference every single day.

Position open November 5th and close
November 26th at 4:00 PM.

Pay: 16.21 per hour

What You Will Do

- Welcome families, visitors, and community partners
- Answer and direct phone calls with warmth and professionalism
- Coordinate mail and maintain organized office flow
- Support communication and scheduling

Why You Will Love Working With Us

- Monday through Friday schedule. Position follows a school year schedule.
- Supportive, team-centered work environment
- Sick and personal leave
- Full benefits package
- Paid training and professional development
- Supportive and mission-driven team environment

What We Are Looking For

- High School Diploma or GED
- Comfort using Microsoft Word and Excel
- Strong communication and customer service skills
- Positive, calm, and welcoming attitude