



Make a difference every single day.



WE WANT YOU

HEAD START RECEPTIONIST

Make a difference every single day.

**Position open July 9th, 2026 and close
July 24th, 2026 at 12:00 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

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

Why You Will Love Working With Us:

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



A great receptionist creates a lasting first impression and helps everything run smoothly.

FRIENDLY. ORGANIZED. PROFESSIONAL.

Apply Today

1100 1st Ave North,
Great Falls

oppincchanginglives.org

hr@gfoppinc.org or call

406.761.0310

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Equal Opportunity Employer.