

Opportunities, Inc. job opening announcement!



Job Title: Supportive Housing Receptionist

Staff/Public Open September 24th to 30th, 2026 or until filled.

Salary: \$18.00-\$22.00 DOQ & shift + Benefits

Shifts Available: Full Time, Part Time, some Monday – Friday, some weekends and some overnight positions.

Overall Responsibilities:

Greet residents and visitors with warmth and professionalism. Answer phones, respond to questions, and direct people to the right staff. Monitor the front entrance to help maintain a safe and respectful environment. Assist residents with basic paperwork or connect them to resources. Provide administrative support such as scheduling, data entry, and maintaining records. Will be expected to become completely familiar with the Agency's mission and philosophy and fully participate in promoting the accomplishments of the Agency's goals and objectives. Must be an advocate for the low and fixed income, and promote social and economic justice.

Qualifications:

Strong communication and customer service skills. Ability to stay calm and respectful in a busy environment. Dependable, organized, and comfortable with basic computer tasks. Someone who values kindness, patience, and teamwork.

Other:

Must follow Drug and Alcohol Policies and Procedures. Must have a valid Montana Driver's License, MT require vehicle insurance, a good driving record and reliable transportation. Confidentiality must be maintained. Must have effective organizational, problem solving and time management skills. Ability to accept and utilize supervision. Must be able to occasionally lift up to 50 pounds. Must be able to bend, stoop and kneel.

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 1100 1st Ave. North, Great Falls, MT, 59401. Applications accepted until 4:00p.m. September 30, 2026 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.