



# Mid-Columbia Children's Council, Inc.

## Job Posting

Are you passionate about a career in Early Childhood Education, Development & Services in beautiful Columbia River Gorge, interested in a job where you truly make a difference, want growth opportunity, competitive pay, with an exceptional benefits package? Then MCCC has the right job opportunities for you!

**Mission:** Educating children and families with innovative, high-quality early childhood learning opportunities and family partnerships to build better communities, one person at a time.

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**Location:** Central Office-Hood River    **Posting Date:** 1/5/2022    **Closing Date:** Until Filled

**FSLA:** Non-Exempt    **Budgeted Hours:** 40    **Budgeted Schedule:** 12 months

**Internal Posting:** Yes    **External Posting:** Yes    **Job Posting ID:** 43666

**Job Posting:** Receptionist

**Hiring Range:** \$15.91/hr. to \$17.39/hr. Depending on Experience

**Job Description:** Responsible for greeting and directing visitors, vendors, and customers to appropriate locations and parties. Notifies personnel of visitor arrivals. May operate a single or multiple position telephone switchboard and support agency with data entry tasks as assigned.

**Job Requirements:** High School Diploma or equivalent required. Two years of office experience or equivalent customer related ability. Prior office administrative office experience preferred. Proficient in Microsoft Office Suite. Excellent oral and written communication and customer relationship skills. Pass a criminal background check meeting State, Federal and/or local requirements. **Full COVID Vaccination Required.**

**Benefits Eligible:** Medical, Dental, Vision, Disability, Employee Assistance Program, Tuition Reimbursement, Sick Leave, Vacation, PTO, additional Voluntary Benefits, and 401(k) Retirement Plan.

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Applications may be picked up at Mid-Columbia Children's Council or on our website [www.mcccheadstart.org](http://www.mcccheadstart.org) (Inquiries: call 541-386-2010). Mail, email, fax, or hand deliver completed applications with a current resume and cover letter to: MCCC Human Resources, 1100 E. Marina Way, Suite 215, Hood River, OR 97031 - Email [HumanResources@mcccheadstart.org](mailto:HumanResources@mcccheadstart.org) - Fax 541-386-4597

**\*\*Applications must be received by 4:30pm on closing date\*\***

Equal Opportunity Employer