



# Mid-Columbia Children's Council

## Job Posting

Are you passionate about a career in Early Childhood Education, Development and 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?

**Our 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.

**Region: Hood River- Central Office**

**Posting Date: 1/17/2023**

**Closing Date: Until Filled**

**FLSA: Non-Exempt**

**Budgeted Hours: 40**

**Budgeted Schedule: 12 months**

**Internal Posting: Yes**

**External Posting: Yes**

**Job Posting ID: 43667**

**Job Posting: Receptionist One parttime and one full-time position open**

**Hiring Range: \$16.28 - \$20.02 depending on education and experience**

**Job Description:** The Receptionist is responsible for receiving and directing visitors, vendors, and customers to appropriate locations and parties. Notifies personnel of visitor arrival. May operate a single or multiple position telephone switchboard.

**Job Requirements:** High School Diploma or Equivalent required. Two years of office experience (or equivalent customer related ability). Prior administrative office management experience. Proficient in Microsoft Office, specifically Excel, Word, and PowerPoint. Excellent oral and written communication skills. Excellent customer relationship skills. **Current driver's license, insurance, and access to reliable automobile during work hours.**

**Benefits Eligible:** Employer paid medical, dental, vision, Voluntary benefits available, employee assistance program, tuition reimbursement, sick leave, vacation, PTO, and 401(k) Retirement Plan.

**Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit [www.mcccheadstart.org](http://www.mcccheadstart.org). Inquiries: call 541-386-2010. Mail, fax or hand deliver completed applications with transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 215, Hood River, OR 97031.**

**\*Equal Opportunity Employer\***