



Mid-Columbia Children's Council Job Posting

Mid-Columbia Children's Council is a comprehensive family-centered 501(c)3 nonprofit organization providing quality preschool and early childhood programs in Oregon and Washington States since 1987.

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.

Our Vision: Nurturing Children and Families Today, Strengthen Communities for Tomorrow

Region: Hood River Posting Date: 1/06/2023 Closing Date: Until Filled

Budgeted Hours: 40 Budgeted Schedule: 12

Internal Posting: Yes

External Posting: Yes

Job Posting ID: 43667

Job Posting: Receptionist

Base Range: \$16.24-\$19.43/hour depending on experience

Job Description: The receptionist greets parents, families and staff, and provides customer and clerical service for the MCCC Central Office in Hood River. Order/maintain office and janitorial supplies; check in deliveries as needed. Answers the telephone, directing calls appropriately and answering caller questions, disseminating information. Route incoming mail and faxes; prepare outgoing mail. Record incoming cash and checks, coding correctly. Data entry and filing as needed.

Job Requirements: High School Diploma or equivalent. Minimum of one year of Customer Service/ Office Experience.

Benefits Eligible: Medical, Dental, Vision, Voluntary benefits available, PTO, Sick Leave, Vacation, and 401 (k) Retirement Plan.

Applications and job descriptions may be picked up at Mid-Columbia Children's Council or visit- www.mcccheadstart.org. Inquiries: call 541-386-2010. Mail, email, or hand deliver completed applications with current resume, transcripts and cover letter to: MCCC, 1100 E. Marina Way, Suite 104, Hood River, OR 97031

Email: HumanResources@mcccheadstart.org

Mid-Columbia Children's Council is an equal opportunity Provider