

Job Vacancy Announcement
for
Publication on the Early Childhood Project Job Board



Job Information

Job Title: Administrative Assistant

Program Name: Family Connections

Location of Job: Great Falls MT

Hours/week: 20-40

Wage/Salary: \$14+ DOE

Job Description:

We are seeking a positive professional who is motivated, organized, and creative with excellent interpersonal skills. This position includes duties as our front desk receptionist to greet clients and direct them to staff members for assistance, coordinating office vendors, managing deliveries, and general office needs. Must be comfortable working with diverse groups of people and be proficient with Microsoft Office programs.

Job Requirements

Education:

High school diploma or equivalent GED/Hi-SET

Experience:

Excellent verbal and written communication skills
Experience with Microsoft Office programs: Outlook, Word, Excel, Publisher, etc.

Other Requirements: valid driver license and car insurance

Application Requirements

Application Requirements:

Email cover letter and Resume to lori@familyconnectionsmt.org

Application Deadline: until filled

Contact Name: Lori Cerek

Contact Phone: 406-761-6010

Contact Email: lori@familyconnectionsmt.org

The Job Board is provided for informational purposes only. The Early Childhood Project does not endorse any particular ECE organization or guarantee job placement.

***Please send completed form to ecp@montana.edu**