

**Order Number:**

NY1648590

**Date Job Order Received:**

06/02/2026

**Number of Openings:**

1

**Company Name:**

Lewis County Opportunities Inc

**Job Title:**

Consumer Support Receptionist

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Consumer Support Receptionist-Lewis County Opportunities, Inc. This is a full-time, non-exempt position of 37.5 hours/week that will be housed in the New Bremen office. The wage range is \$16/hr. \$25.26/hr. The incumbent will welcome visitors to the agency and provide program education in-person or via phone, will assist with the consumer intake process by completing initial screening, identifying unmet needs, and providing internal and external advocacy/referrals, and will coordinate food pantry and thrift store volunteers through recruitment, development, and coordinating volunteer appreciation efforts. The incumbent will also perform other functions related to the general operation of the Family Services Program; these duties include, but are not limited to, advocating for consumer needs, assisting with family service delivery and outreach efforts, assisting with food pantry, record keeping/data entry, and providing money management education. The incumbent must minimally possess a High School diploma or equivalent with a preference of relevant college coursework or experience directly related to the job requirements. Experience with Microsoft Word, Excel, and PowerPoint preferred. Applications can be downloaded at [www.lewiscountyopportunities.com](http://www.lewiscountyopportunities.com) and returned to [smathys@lcopps.org](mailto:smathys@lcopps.org) along with a resume and cover letter, or picked up and returned in person or by mail to Lewis County Opportunities, Inc.; 8265 State Route 812; Lowville, NY 13367. The full job description is also available on the website. Deadline for applications is Friday June 12, 2026. Lewis County Opportunities, Inc., is an Equal Opportunity Employer.

**Job Location:**

New Bremen, New York 13367

**Pay:**

\$16.00 - \$25.26 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension, Life Insurance

**Hours per Week:**

37

**Duration:**

Full Time, Regular

**Work Days:**

Monday Thru Friday

**Shift**

Not specified.

**Public Transportation:**

Not specified.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

Class: Class D (Operator)

Endorsements:

**How to Apply:**

To apply, contact the employer by: E-Mail, Fax, Internet, Phone or In Person

Mathys, Scott

Lewis County Opportunities Inc

8265 State Rt. 812

Lowville, New York 13367

Phone: Mathys, Scott (315) 376-8202

Fax: Mathys, Scott (315) 376-8421

Email: [smathys@lcopps.org](mailto:smathys@lcopps.org)

Web-site: <http://www.lewiscountyopportunities.com>