

Communications & Operations Assistant

Role Overview

The Communications & Operations Assistant is responsible for executing marketing communications and supporting core operational functions under the direction of leadership for ONE and MatsNation. This role focuses on consistent delivery of content, system coordination, and administrative support that keep day-to-day organizational functions running smoothly.

Currently, all messaging strategies, content direction, priorities, and communications planning are set by leadership. This is an execution-focused role. There is an opportunity for the role to expand in breadth of execution responsibilities over time based on organizational needs and performance, while remaining focused on execution under leadership direction.

Primary Responsibilities

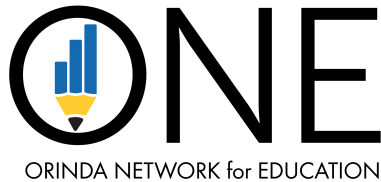
Marketing & Communications Execution

- Execute routine website updates, including announcements, event information, content edits, and basic page maintenance
- Format, build, test, schedule, and distribute newsletters via Constant Contact and similar email platforms
- Execute community email communications for ONE and MatsNation as directed
- Manage social media posting and scheduling across organizational channels
- Maintain social media calendar and ensure timely execution of scheduled communications
- Coordinate the development and production of communications materials, including social media graphics, flyers, postcards, banners, direct mail pieces, and other collateral; create and format materials using Adobe Illustrator, Canva, or similar tools when appropriate
- Ensure consistency of branding, tone, formatting, and visual standards across all communications channels

Operational & Administrative Support

- Coordinate vendor relationships and logistics for printing, mailings, and other operational needs
- Track administrative renewal cycles, recurring deadlines, and routine administrative processes using Asana
- Maintain organized digital filing systems, including Google Drive structure, permissions, and shared organizational resources





- Provide basic technology and platform support, including user access, account setup, troubleshooting, and issue escalation as needed
- Support onboarding and offboarding of staff, board members, and Parents' Club volunteers, including account setup, access management, documentation, and related administrative tasks
- Provide support for fundraising and community events, including registration materials, signage, and promotional communications
- Collaborate with the Donor Database & Stewardship Manager to support event registration and ticketing, including execution of onsite check-in, attendee management processes, and execution of auction and fund-a-need activities

Other Roles and Duties

- Represent ONE at events and community gatherings to promote awareness and fundraising
- Attend board and committee meetings as determined by the Executive Director
- Perform other duties as assigned by the Executive Director

Qualifications

- Strong written communication skills and formatting skills
- Experience with email platforms (Constant Contact preferred), social media tools, websites (WIX preferred), and/or CMS platforms
- Proficiency in graphic design using Adobe Illustrator or similar tools to create clean, on-brand social media and newsletter visuals using templates and provided direction
- Strong organizational skills with high attention to detail
- Ability to follow directions accurately and execute work consistently with minimal oversight
- Strong follow-through and ability to manage multiple recurring deadlines with reliability
- Proficiency with Asana or similar project management tools for task tracking, deadlines, and workflow management
- Experience in administrative coordination or office support preferred

Time & Schedule

- 8-10 hours per week, up to 12 during campaign or content-heavy periods
- Flexible, primarily remote schedule
- Occasional short-term increases during campaign or event periods

Compensation

Expected hourly rate is \$30-\$34/hour. Final offer will be based on experience and qualifications.





About ONE

ONE is an educational foundation that strengthens, streamlines, and amplifies the collective fundraising efforts of all six of our Parents' Clubs, as well as Orinda's residential, alumni, and business communities. ONE donations help to fund smaller class sizes, technology, STEAM programs, Wellness Centers and Counselors, middle school electives, expanded high school course offerings, including Honors and Advanced Placement classes, increased College & Career services, and more!

Non-Discrimination Policy

Orinda Network for Education ("ONE") does not discriminate in employment or any of ONE's activities or operations against any individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, reproductive health decision making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, family/parental status, income derived from a public assistance program, political beliefs, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

No project or activity administered by ONE will exclude from participation, deny benefits to, or discriminate against any individual or group based on the above.

We are committed to providing an inclusive and welcoming environment for our employees, volunteers, directors, officers, supporters, contributors, donors, and beneficiaries.

