



Communications & Operations Assistant

Role Overview

The Communications & Operations Assistant provides executional support across marketing, communications, donor engagement, and core operational functions for ONE and MatsNation. This role ensures consistent delivery of communications, accurate handling of routine operational and donor processes, and reliable coordination of systems, vendors, and event support.

This is an execution-focused position. Strategy, messaging direction, and priorities are set by organizational leadership. The role may expand over time based on organizational needs and performance, while remaining grounded in tactical execution and operational support.

Primary Responsibilities

Marketing & Communications Execution

- Execute routine updates to the organization's websites, including announcements, event information, and content edits
- Build, format, test, and distribute email communications using Constant Contact or similar platforms
- Execute scheduled community communications for ONE and MatsNation across email channels
- Manage and schedule social media content across organizational platforms
- Maintain a content calendar and ensure timely, accurate execution of communications
- Create and format marketing materials, including social media graphics, flyers, postcards, banners, direct mail pieces, and other collateral, using Canva, Adobe Illustrator, or similar tools
- Coordinate the production of communication assets with vendors as needed, ensuring accuracy, brand consistency, and timely delivery
- Maintain consistent branding, tone, and formatting across all communications channels

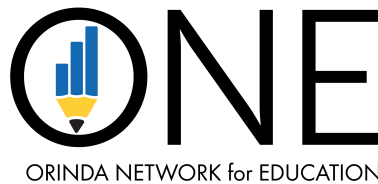
Operational & Administrative Support

Financial & Donor Transaction Processing

- Support routine donor and financial workflows, including check handling and deposits, mailbox check-in, donation documentation, and Square-based event transactions

Invoice Intake & Routing





- Own all invoice intake and routing, serving as the required entry point for all invoices. Ensure invoices are received, properly documented, and uploaded for leadership approval prior to finance processing.

Campaign & Mail Coordination

- Coordinate administrative execution of direct mail, Every Door Direct Mail, and email-based campaigns, including timelines, proofing, vendor coordination, fulfillment, and delivery tracking

Systems & Internal Operations

- Maintain organized internal systems, including Google Drive structure, Asana task tracking, recurring deadlines, and documentation workflows
- Provide general technology and platform support, including account setup, user access, troubleshooting, and escalation to external support when needed
- Support onboarding and offboarding for staff, board members, and Parents' Club volunteers, including system setup, access management, and documentation

Event Support

- Support fundraising and community events, including registration materials, signage, promotional communications, onsite check-in, and donation processing (e.g., Square or similar tools)
- Collaborate with the Donor Database & Stewardship Manager to support event registration, ticketing, and onsite execution needs

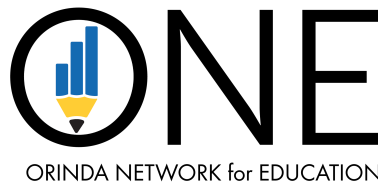
Other Roles and Duties

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

Qualifications

- Strong written communication skills, formatting, and editing skills
- Experience with email marketing platforms (Constant Contact preferred), social media tools, and websites (WIX preferred)
- Proficiency in graphic design such as Canva and/or Adobe Illustrator, with the ability to execute clean, on-brand materials from templates or direction
- Strong organizational skills with high attention to detail
- Ability to follow directions closely and execute work consistently with minimal oversight
- Strong follow-through and ability to manage multiple recurring deadlines with reliability





- Proficiency with Asana, Jotform, Google Workspace, Zapier, or similar project management tools
- Comfort working with administrative processes and basic donor or financial transaction workflows
- Prior experience in nonprofit, office administrative coordination, communications, or fundraising support preferred

Time & Schedule

- 8-10 hours per week
- Flexible, primarily remote schedule
- Occasional in-person support for events or mailings

Compensation

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

Interested? Please send a resume and a cover letter to: executivedirector@oneorinda.org by July 24, 2026. We will review applications as they come in and may begin interviewing before the deadline.

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.

