

Request for Proposal

Administrative & Communications Coordinator

Oregon Montessori Association (OMA)

Independent Contractor (1099)

Anticipated Scope: Approximately 10–20 hours per month

Proposal Deadline: Monday, November 30, 2026

Anticipated Start Date: January 4, 2027

About OMA

The Oregon Montessori Association works to strengthen and connect Montessori schools, educators, and communities throughout Oregon and Southwest Washington through professional development, advocacy, resources, networking, and membership services.

OMA is seeking an independent contractor to provide ongoing administrative, communications, and digital systems support.

Scope of Services

The contractor will support OMA in the following areas:

- **Wix/Website:** Routine website updates, event information, membership content, forms, links, and resources.
- **Airtable → Wix:** Maintain accurate membership information and coordinate updates between Airtable and the OMA website.
- **Stripe Reporting:** Generate and organize Stripe reports for the Treasurer and support basic membership/payment reconciliation.
- **Canva:** Create and update flyers, monthly newsletters, membership badges, certificates, and other routine communications using OMA branding.
- **Social Media:** Prepare and publish routine posts promoting OMA events, resources, opportunities, and organizational updates.
- **Email Groups:** Maintain membership email groups and distribution lists, including adding and removing members as membership changes.
- **Administrative Communication:** Coordinate with the Executive Director, President, and Treasurer regarding projects, priorities, and organizational needs.

Contractor Structure

This is an independent contractor engagement rather than an employee position.

The anticipated workload is approximately 10–20 hours per month. This estimate is for planning purposes and does not establish required working hours or a regular work schedule.

OMA will establish priorities, deadlines, and desired deliverables. The selected contractor will generally determine when, where, and how the work is completed.

What We're Looking For

Experience with some or all of the following is preferred:

- Wix
- Airtable
- Stripe
- Canva
- Google Groups or email distribution lists
- Social media management
- Newsletters and digital communications
- Nonprofit or membership organizations

Most importantly, OMA is looking for someone who is organized, responsive, comfortable working independently, and able to manage several small recurring projects reliably.

Proposal Requirements

Please submit a brief proposal—no more than two pages—that includes:

1. A brief introduction and description of your relevant experience.
2. Your experience with Wix, Airtable, Stripe, Canva, social media, and/or email-group management, and any relevant experience.
3. An example of similar administrative, communications, nonprofit, or association work you have completed.
4. Your proposed hourly rate or monthly fee.
5. Your general availability and ability to support approximately 10–20 hours of work per month.
6. Two professional references.

A formal cover letter is not required.

Selection

OMA will consider:

- Relevant experience
- Familiarity with the systems OMA uses
- Organizational and communication skills
- Ability to work independently
- Availability
- Proposed cost
- Overall fit with OMA's needs

Selected applicants may be invited to a brief conversation with OMA leadership before a contractor is selected.

Submission

Please submit your proposal to OMA@oregonmontessori.org

Questions about the RFP may also be directed to **Jon Myers** at president@oregonmontessori.org.

OMA anticipates selecting a contractor by December 2026 with services beginning approximately **January 2027**.