

OMA Administrative & Communications Coordinator

Independent Contractor (1099)

Anticipated Scope: Approximately 10–20 hours of services per month

Independent Contractor Relationship & Work Structure

The Administrative & Communications Coordinator (ACC) provides services to the Oregon Montessori Association (OMA) as an independent contractor. The contractor is responsible for determining the manner, method, location, and schedule used to complete assigned services, subject to agreed-upon deadlines, organizational requirements, and the scope of services established with OMA.

The anticipated workload is approximately 10–20 hours per month. This estimate is provided for planning and budgeting purposes and does not establish a required work schedule, minimum number of hours, or specific working hours.

OMA and the contractor will periodically identify priorities, projects, and desired deliverables. The contractor will independently organize and perform the work necessary to complete those deliverables.

The contractor:

- Is not expected to maintain regular office hours or a predetermined daily or weekly schedule.
- May generally perform services at the time and location of their choosing.
- Is responsible for managing their own workflow and determining the methods used to complete assigned projects.
- Will communicate with OMA's Executive Director, President, and Treasurer as reasonably necessary to coordinate projects, obtain information, and complete deliverables.
- Will notify OMA before undertaking work that would materially exceed the anticipated monthly scope or require additional compensation.
- May provide services to other organizations or clients, provided doing so does not create a conflict of interest or compromise confidential OMA information.
- Is responsible for their own equipment and ordinary business expenses unless a specific expense is authorized by OMA in advance.
- Is responsible for applicable federal, state, and local taxes arising from compensation paid under the independent contractor agreement.

OMA will provide access to organizational accounts, records, brand materials, and systems reasonably necessary to perform the contracted services, including Wix, Airtable, Stripe reporting, Canva, social media, and email-group administration as applicable.

Access to OMA systems does not give the contractor independent authority to enter into contracts, incur expenses, make financial commitments, establish organizational policy, or otherwise bind OMA unless specifically authorized in writing.

The contractor is not eligible for employee benefits provided by OMA and is not authorized to represent themselves as an employee of OMA.

Nothing in this scope is intended to control the contractor's manner or means of performing the contracted services. OMA's direction will primarily concern the desired results, organizational priorities, deadlines, brand standards, confidentiality requirements, and appropriate use of OMA systems and information.

Scope of Services

Website & Membership Systems

- Maintain and make routine updates to the OMA Wix website.
- Update website content, membership information, events, links, forms, and resources as needed.
- Coordinate membership information between Airtable and Wix.
- Maintain accurate member listings and website information.
- Identify and troubleshoot routine website or membership-system issues.

Financial Administration

- Generate and organize Stripe reports for the Treasurer/Finance function.
- Provide regular membership/payment reporting as requested.
- Help reconcile membership information between Stripe, Airtable, and OMA records.
- Flag discrepancies or payment issues for the Treasurer rather than independently making financial decisions.

Canva & Communications

- Create and update OMA materials using existing branding and templates, including:
 - Event and workshop flyers
 - Monthly newsletters
 - Membership badges
 - Membership certificates
 - Other routine association communications
- Maintain organized Canva files and reusable OMA templates.

Social Media

- Prepare and publish routine OMA social media content.
- Promote OMA events, workshops, member opportunities, resources, and organizational updates.

- Coordinate content with the Executive Director and/or President when approval is needed.

Email & Member Groups

- Maintain OMA email groups and distribution lists.
- Add and remove members based on current membership records.
- Help ensure communications are reaching the appropriate membership groups.
- Maintain accurate school, administrator, and individual-member contact information.

Administrative Support

- Communicate regularly with the Executive Director, President, and Treasurer regarding assigned projects and priorities.
- Provide administrative support for membership, events, communications, and other recurring OMA functions.
- Maintain organized digital records and document recurring processes to support organizational continuity.

Contractor Relationship

This is an independent contractor position and not an employee position. The contractor will generally determine when, where, and how the contracted services are completed while meeting agreed-upon deadlines and deliverables.

OMA will provide access to the systems and organizational information necessary to complete the contracted work. The contractor is responsible for managing their workload within the agreed scope and communicating when requested work is expected to exceed the anticipated monthly hours.

Work outside the established scope or monthly hour range should be approved in advance by OMA.

Desired Qualifications

The ideal contractor will have experience with several of the following:

- Wix website management
- Airtable
- Stripe reporting
- Canva
- Email distribution lists or Google Groups
- Social media management
- Newsletter development
- Membership associations or nonprofit organizations

- Strong written communication and organizational skills

Because the contractor will have access to membership and organizational information, discretion, accuracy, and appropriate handling of confidential information are essential.