



Rebecca Coletta, President | Mary Waldron, Executive Director

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70 School Street, Brockton, MA 02301

www.oldcolonyplanning.org

Job Title: Administrative & Communications Assistant

Reports To: Communications & Operations Manager

Position Summary:

We are seeking a highly organized, proactive Administrative Assistant to support daily operations with a focus on communications, marketing, and internal coordination. Reporting to the Communications & Operations Manager and working closely with the Executive Director, this position plays a vital role in supporting internal workflows, communications efforts, and day-to-day administrative needs in a fast-paced, mission-driven environment.

Key Responsibilities:

Administrative Support:

- Assist the Executive Director and Communications & Operations Manager with scheduling, logistics, and administrative tasks.
- Manage voicemail inboxes and ensure timely follow-up or routing of messages.
- Process staff submission requests (e.g., reimbursements, forms, internal documents).
- Maintain internal calendars, including organizational events, staff meetings, and key deadlines.
- Support supply ordering, inventory tracking, and office organization.
- Assist staff in preparing for meetings and events, including materials, AV setup, and scheduling support.
- Coordinate agendas, take meeting minutes, and manage follow-up communications as needed.

Communications & Marketing Support:

- Assist Communications & Operations Manager with drafting, editing, and distributing internal and external communications such as newsletters, announcements, and event updates.
- Assist in maintaining and updating digital platforms including websites, email tools, and social media channels.
- Support creation of basic marketing materials such as flyers, graphics, and presentations.
- Track communications timelines, coordinate content gathering, and organize digital assets (e.g., photos, logos, testimonials).



Qualifications:

- 1–3 years of experience in an administrative, communications, or operations support role.
- Excellent written and verbal communication skills.
- Strong organizational and time management skills, with the ability to prioritize and handle multiple tasks.
- Proficiency in Microsoft Office and Google Workspace; familiarity with Canva, Mailchimp, WordPress, or similar platforms is a plus.
- Ability to work in a collaborative, team-oriented environment.
- Adaptable and calm under pressure in a fast-paced work environment.
- Professionalism, confidentiality, discretion, and a proactive attitude.
- Interest in communications, marketing, or nonprofit/public-facing work is a plus.

Salary and Benefits:

The salary range is \$45,000 to \$51,000 annually, depending on qualifications and experience.

This is a full-time (35 hours), exempt position. OCPC offers excellent state benefits as well as a flexible, supportive, family-friendly work environment. Our leadership is committed to providing ongoing professional development.

Our office, 70 School Street, Brockton, MA 02301, is in the converted Edison Electric Illuminating Company Power Station, a historic building in downtown Brockton, easily accessible by commuter rail and bus. Bicycle storage is available.

To Apply:

Suggested start date of July 1, 2025. Job is available until filled. Please, no phone call or email inquiries. We will respond to every candidate after we have reviewed all applications.

To apply, please email your cover letter, resume, and writing and/or graphic design samples to Mary Waldron, Executive Director, Old Colony Planning Council, at mwaldron@ocpcrpa.org.

If you are a qualified candidate selected for an interview, you will be asked to submit three references and additional work samples.

Candidates must have legal authorization to work in the USA and a valid driver's license (or the ability to arrange transportation as needed). OCPC is committed to creating a diverse environment and is proud to be an equal opportunity employer. *All* qualified applicants will receive consideration for employment. For more information about us, please visit <https://oldcolonyplanning.org/>

