



Kent School Services Network

Job Description

Posting Date: December 8, 2025 - until filled

Position Title: Executive Assistant

Reports to: KSSN Executive Director

Supervises: None

Status: Full-time, 40 hours per week

Starting Pay: \$62,000, negotiable

FLSA Status: Exempt

Typical Work Schedule: Monday-Friday; 8:00 am-5:00 pm; In-Person at KSSN Main Office

About Kent School Services Network:

Kent School Services Network, KSSN, is a community school initiative that brings support and services directly into the school buildings through the power of partnerships. KSSN promotes educational excellence and equity for every child while strengthening families and communities. KSSN is an evidence-based strategy that originated as a pilot project nearly 20 years ago and is now implemented in over 40 schools across six public school districts in Kent County, Michigan.

Position Summary:

The KSSN Executive Assistant will provide key administrative support to the Executive Director.

Primary Responsibilities:

1. Maintain working knowledge of the Executive Director's day-to-day responsibilities and ongoing projects, with the ability to anticipate upcoming needs and make preparations.
2. Meet with the Executive Director daily or as needed to review scheduled appointments and needed email correspondence.
3. Provide support to the Executive Director on various tasks and projects, including, but not limited to, making travel arrangements, taking notes at high-level meetings, assisting with files, expenses, and records, preparing Executive Director presentations, and assisting with report writing and editing.
4. Demonstrate strong project management experience, including the use of project management software, coordination of cross-functional teams, and providing comprehensive post-meeting follow-up and support.
5. Send communications on behalf of the Executive Director and oversee their calendar.
6. Provide administrative support for KSSN Board Meetings.

7. Provide administrative support for the Michigan Community School Coalition
8. Serve as KSSN administrative office manager, working with the Kent ISD for day-to-day operations, organizing office space, ordering supplies, tracking mail delivery, and making room reservations.
9. All other duties as assigned

Working Conditions:

Ability to work in a stressful environment. Frequent telephone and computer use. Must be able to lift up to 40 pounds. Must have transportation for meetings and events around the community. Reasonable accommodations will be made to enable individuals with disabilities to perform essential tasks.

Skills and Abilities

- Knowledge of, and commitment to, the community school model.
- Passion for equity and the proven ability to work with a diverse group of people, children, youth, and families.
- Self-starter who can manage multiple projects concurrently, both independently and as a member of a collaborative team.
- Able to exercise sound judgment, maintain confidentiality, and exhibit professionalism at all times.
- Ability to communicate effectively with a variety of audiences. Exceptional verbal and written skills.
- Well-organized with strong task management skills.
- Willingness to learn and adapt during new and shifting programs and priorities with a “can-do” solutions-oriented approach to learning and problem-solving.
- Ability to understand and work effectively within the dynamics of various agencies, public schools, and others.
- Excellent organization and time management skills, with impeccable attention to detail.
- Able to anticipate and plan for future needs.
- Can work with minimal supervision outside of a formalized, central office setting.
- High-level knowledge of Google Workspace and Microsoft applications.
- Valid driver’s license, good driving record, and adequate insurance with a car available at all times.

Type of Education:

- High School Diploma or GED required
- Bachelor’s Degree preferred

Type of Experience:

- Minimum of four years of related experience required
- Experience using Asana for task tracking, project coordination, and workflow management preferred

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Interested candidates should send a cover letter, resume, and completed application to hr@kentssn.org.

Veterans and those with disabilities are encouraged to apply. If accommodations are needed during the interview process, please let us know.

A KSSN application can be found on our website at kentssn.org/connect/employment/.