
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action X

Item: Administrative Assistant – Communications & School News Network

Submitted by: Chris Glass/Dave Rodgers

Date: 4/5/2023

Recommended by: Ron Koehler

Board Meeting Date: 4/17/2023

RECOMMENDATION:

It is recommended the board approve an Administrative Assistant position for the Communications Department and School News Network.

BACKGROUND:

As Kent ISD continues to implement its strategic plan (LEAD), it requires additional support for the Communications Department and School News Network. The strategic plan calls for increased communication regarding Kent ISD's programs and services to constituent districts and the broader community. The plan also has an established goal of "demonstrating Kent ISD's value as a trusted community partner." As our organization has developed objectives and key results to accomplish the strategic plan it is clear additional support is necessary.

The Administrative Assistant position will work with both departments to increase their capacity. Board approval will allow for the hiring process to begin with an anticipated start date of July 1, 2023.

Administrative Assistant – Communications & School News Network

– Job Description

Full time hourly position, 40 hours per week

START DATE: July 10, 2023

This highly organized and flexible, support professional works with both the Communications and School News Network teams. They perform routine and advanced clerical and administrative duties to ensure smooth operation, plus assist with coordination and implementation of a variety of events, projects, initiatives and other duties as assigned. Eligible for limited remote work.

ESSENTIAL RESPONSIBILITIES

1. Perform clerical duties including purchasing, invoicing, budget tracking, translation or translation coordination, minutes/note taking
2. Meeting and event coordination and communication
3. Research and project planning, plus help track projects and manage deadlines
4. Assist with social media content creation and tracking on multiple accounts and platforms
5. Maintain staff, sponsor, media and other contact lists
6. Assist with School News Network sponsor management, contract fulfillment and communication
7. Write a variety of content for websites, intranet, e-newsletters, social media, marketing materials
8. Maintain team supplies and promotional materials
9. Demonstrate a strong commitment to equity and inclusion in all practices and responsibilities
10. Other duties as assigned

QUALIFICATIONS, SKILLS and ABILITIES

- 3+ years office administration experience or equivalent preferred
- Excellent organization and coordination skills, project/detail management and follow through
- Excellent communication and interpersonal skills
- Have a “client service” focus with excellent people skills
- Ability to handle multiple projects and meet deadlines
- Bilingual/multilingual (Spanish) with writing fluency and translation experience desired
- Self-starter able to problem-solve, and enjoy working with a variety of teams
- Enthusiasm/willingness to take on new projects and learn new software
- Maintains a drive for excellence in all projects and products