

Lakeshore Regional Entity (LRE) - Lakeshore Regional Entity is a Pre-Paid Inpatient Health Program (PIHP) consisting of 5 Community Mental Health Services Programs representing 7 counties in Western Michigan.

The LRE is currently seeking an Executive Assistant, under the supervision of the Chief Executive Officer, who serves as a trusted strategic partner to the CEO and Executive Leadership Team. The position provides high-level executive, administrative, governance, and project management support while exercising sound judgment, discretion, and independent decision-making. The Executive Assistant coordinates Governing Board operations, executive communications, organizational initiatives, and serves as a liaison with internal and external stakeholders.

High school diploma or GED; five to seven years of progressively responsible executive administrative experience supporting a CEO, executive leadership team, governing board, or public-sector executive; advanced proficiency with Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams, SharePoint), Adobe Acrobat, Zoom/Teams, and business software are required. Associate's degree in business administration or a related field; experience in behavioral health, healthcare, governmental, or nonprofit organizations; experience supporting a governing board and knowledge of the Michigan Open Meetings Act and Robert's Rules of Order; lived experience with mental illness, developmental disabilities, and/or substance use disorders are preferred.

Minimum hours will be 40 per week. Compensation commensurate with education and experience. Please submit salary expectations along with resume to HumanResources@lsre.org by August 7, 2026.

Lakeshore Regional Entity offers an attractive benefit package including health, dental, vision, and retirement plan (benefits available vary based on full-time/part-time status). We are an EEO Employer and committed to attracting a diverse and talented workforce to meet the needs of our diverse community.

A full position description can be found at <https://www.lsre.org/careers>.