



The Florida Association of Christian Colleges and Schools (FACCS) is searching for the part-time position of Assistant Executive Director of FACCS. The draft position description follows below.

The Assistant Executive Director of FACCS reports to the Executive Director of FACCS to provide support and also receive training in Florida legislation protocol for issues of concern to FACCS. The Assistant Executive Director partners with the Executive Director of FACCS to assist in developing Florida legislative and administrative services germane to FACCS schools. General areas of responsibility include but are not limited to:

- Administrative duties
- Legislative services
- Public relations
- Liaison to external organizations
- Strategic planning

This position requires a minimum of a Master's Degree in educational leadership with a preferred earned doctorate. The applicant must affirm the FACCS Statement of Faith, have a track record of success as a leader, team builder, supervisor, and be familiar with Christian education. The search for this role will continue until the position is filled.

Qualified applicants need to submit a resume to [faccsexecutive@faccs.org](mailto:faccsexecutive@faccs.org).