



Job Posting

Position	Department	Reports to	FTE	FLSA Class
Assistant Director of Education	Lilly Center for Lakes & Streams	Associate Director	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities:

Provide strategic analysis, direction, and support for all Lilly Center for Lakes & Streams preK-12 and Community Education programs through observation, evaluation and implementation of solutions and goals. Develop collaborative relationships with community and Grace College partners.

General Responsibilities:

1. Oversee the Lilly Center's education program to ensure excellence in K-12 field trips, aquariums, and outdoor education; community education and partnerships; and animal displays and greenspaces.
2. Analyze effectiveness of educational program content across all program areas. Develop improved content according to current educational standards and the needs of the community and Lilly Center partners.
3. Assess the proficiency and effectiveness of student and volunteer instructor's program content delivery. Create and provide training as needed.
4. Analyze program reach and connections across all education areas. Recommend and assist in the implementation of yearly goals for program improvement.
5. Assist associate director with tracking expenses, development of program budgets, and grant management.
6. Seek out and build collaborative relationships with volunteers, K-12 education partners, and Grace College staff to advance Lilly Center education program goals. Serve as a Lilly Center contact for these partners.
7. Assist the director and other Lilly Center staff as needed. Perform other miscellaneous and institutionally-related duties as assigned when workload permits.
8. Handle sensitive or confidential information with discretion and independent judgment.
9. Work a flexible schedule as needed, including some nights and weekends on occasion.

Qualifications:

A. Minimum:

1. Four-year college degree in elementary or secondary education, or a related field, or a four-year college degree in any field with at least 5 years of equivalent experience in education and lesson planning/teaching.
2. Prior experience with lesson planning and program assessment.
3. Working knowledge of Microsoft Word, PowerPoint, and Excel software.
4. Experience utilizing other office equipment such as printer, phone, and copier.
5. Evidence of a strong Christian faith and commitment to Christ.
6. Must be able to maintain a high level of accuracy and attention to detail.
7. Ability to work in a dynamic team setting.



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B. Preferred:

1. Indiana Educator License or equivalent licensure from another state.
2. Prior experience in informal/community education or science education.
3. Prior experience working with K-12 students, college students, teachers and community volunteers.
4. Prior experience with connecting outdoor programs with state educational standards.
5. Prior experience managing employees or volunteers.
6. Creative and innovative problem-solving skills.

Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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