Associate for Bioethics

September 25, 2025

I. Position Description:

The Associate (or Associate Director) for Bioethics (AB) serves the bishops in the state as a professional resource person on matters related to bioethics and healthcare. The AB advocates on behalf of the Church and especially Catholic health care ministries in legislative, regulatory and other public policy matters with particular attention to bioethical and moral issues. The AB keeps the bishops of Florida apprised of ongoing bioethics activities in the state and keeps abreast of the perspective of the state Catholic health care and bioethics leaders and diocesan leaders, utilizing their expertise as a resource in accomplishing the work of this position.

The AB is responsible for direct liaison and communication with Catholic health ministries of Florida and committees assigned by the executive director. The AB advocates on issues before state and on occasion federal agencies; coordinates with various Catholic and other advocacy groups, including diocesan directors engaging in these activities; monitors and participates in the state legislative budget process; and directs various lobbying and statewide conference projects as assigned by the executive director. The AB is under the supervision, works closely with and reports on all activities to the Executive Director.

II. Qualifications:

- The AB is a committed Catholic who is conversant on Catholic social and moral teaching, especially as it relates to Catholic healthcare and bioethics, protecting the sanctity of human life and defending human dignity.
- Professes a philosophy in harmony with the Florida Catholic Conference (FCC)/Florida Conference of Catholic Bishops (FCCB).
- Possesses a Master's degree or equivalent background gained through experience and training.
- Knowledge of the legislative process and ability to promote and advocate for just solutions in the public policy arena.
- Ability to work with individuals and groups and convey Church position to the executive and legislative branches of state government and private organizations.
- Ability to accept direction and supportive assistance from FCC/FCCB leadership.
- Possesses excellent verbal and written communication skills with the ability to capture succinctly the essence of discussions.
- Ability to plan, organize, direct and manage business aspects of the position.
- Ability to work independently and manage multiple projects simultaneously.

III. AB Represents the Conference and networks with the following organizations:

<u>Government</u>

- Executive Office of the Governor
- Department of Health
- Agency for Health Care Administration (AHCA)

<u>Other</u>

- FCC Catholic Health Executives Committee (CHEC) *
- FCC Committee for End-of-Life Care (CEOLC)
- State Pro-Life Coordinating Committee (SPLCC)
- Other Florida Catholic Conference Committees
- Catholic Health Association of the United States (CHA)
- Mission, advocacy and bioethics leaders of Florida's Catholic health ministries
- Public policy advocates employed/retained by Catholic health ministries in Florida
- Florida Catholic Medical Association (FCMA)

- State Catholic Health Association/Catholic Conference health staff
- Florida Pregnancy Care Network (FPCN)
- Pro-Family groups including FCCB, FL Ethics and Religious Liberty Commission, and Florida Family Voice
- Florida Council of Catholic Women (FCCW)
- Florida Hospital Association (FHA)
- Florida Health Care Association (FHCA)
- Florida Hospice and Palliative Care (FHPCA)
- Leading Age Florida

* CHEC: This committee comprised of Catholic health organization sponsors and/or CEOs and/or their delegates, who are convened by the Episcopal Moderator to identify needs and concerns of Catholic health care in Florida. This committee advises the Bishops on positions regarding health care policy with an emphasis on bioethics. It develops a vision and direction for maintaining strong witness to the sanctity of human life on behalf of the Church and the Catholic health organizations in the state.

Specialized working committees may be appointed from this committee to deal with such issues as legislative, regulatory, legal, moral/ethical, public relations concerns as needed.

IV. Key Responsibilities

a. Monitor and participate in the state legislative process.
b. Promote the bishops' positions on legislation through lobbying, preparing position papers and letters.
c. Prepare and present testimony and statements to state legislative committees and government agencies.
d. Prepare legislative alerts in coordination with the FCC/FCCB Associate Director for Communications on state and federal issues related to health and respect life concerns.
e. Keep the executive director, and members of pertinent policy and advocacy committees, apprised of all important matters affecting health and respect for human life.
f. Attend and represent the FCCB/FCC at appropriate state and national meetings concerning health affairs, reporting outcomes to committees of concern.
g. Organize and staff meetings of the Catholic Health Executives Committee, State Pro-Life Coordinating Committee, and Committee for End-of-Life Care.
h. Prepare correspondence, reports, presentations and meeting agendas, organize material, compile background supporting materials for meetings, work projects and reports related to the above assigned committees.
i. Attend and represent the FCC/FCCB at appropriate state and national meetings concerning health and respect life, reporting outcomes to appropriate committees of concern.
j. Establish and maintain liaison with governmental agencies and private organizations listed under Section III.
k. Monitor and report to pertinent committees on implementation of state and federal laws and regulations affecting health and respect life concerns.
l. Serve as key resource on bioethical issues to diocesan and parish leaders.
m. Respond to needs to educate Catholics on any constitutional amendments that may advance to the ballot with bioethical implications.