



DIOCESE OF LAREDO

JOB ANNOUNCEMENT

SAFE ENVIRONMENT COORDINATOR

Location: Chancery Office, Laredo, TX | **Status:** Full-Time, 40 Hours/Week

FLSA: Non-Exempt | **Start Date:** Immediate | **Application Deadline:** Until Filled

ABOUT THE POSITION

The Diocese of Laredo is seeking a **Safe Environment Coordinator** to oversee the Diocese's Safe Environment Program and help ensure compliance with the *Charter for the Protection of Children and Young People*. This position coordinates training, background checks, compliance audits, records, policies, and related support for clergy, employees, and volunteers throughout the Diocese.

KEY RESPONSIBILITIES / ESSENTIAL DUTIES

- Coordinate Safe Environment and renewal training and background checks for required clergy, employees, and volunteers.
- Maintain accurate and confidential records and databases, including CMG Connect.
- Conduct annual Safe Environment compliance audits of parishes and schools.
- Complete and prepare documentation for the annual Charter audit.
- Develop, maintain, and update the Safe Environment Policy Manual.
- Prepare and conduct training sessions for staff and volunteers in English and Spanish.
- Process background checks and prepare monthly billing and reconciliation.
- Monitor compliance and communicate renewal requirements and deadlines.
- Handle confidential, sensitive, and time-critical matters with sound judgment, tact, respect, and discretion.
- Travel to diocesan locations as required.

REQUIREMENTS

- Bachelor's degree in Human Services, Business Administration, Human Resources, Education, or a related field.
- Two years of experience in program development, presentations, facilitation, and training.
- Bilingual English/Spanish proficiency, including the ability to prepare reports and training materials.
- Ability to develop and implement policies and provide training throughout the Diocese.
- Intermediate Microsoft Office skills.
- Valid Texas Driver License, required vehicle insurance, and reliable transportation.
- Must be in full communion with the Catholic Church.

Preferred: Experience processing background checks and knowledge of applicable federal requirements; database management experience; and experience in Human Resources, compliance, training, education, or a related field.

BENEFITS

Eligible employees receive **shared-cost medical and dental insurance, retirement and life insurance**, plus **paid vacation, personal days, sick leave, holidays, and designated Holy Days**, subject to applicable eligibility periods. Employees also have opportunities to participate in **staff spiritual retreats, Catholic Mass, and prayer**.

WHY JOIN US?

Be part of a team dedicated to protecting children and youth and serving the Catholic community in a **faith-filled work environment promoting faithfulness, respect, joy, and unity**.

HOW TO APPLY

Employment applications:

www.dioceseoflaredo.org

Questions? Contact:

Office of Human Resources | Diocese of Laredo

1901 Corpus Christi St. • Laredo, TX 78043 • (956) 727-2140

WE ARE THE DIOCESE OF LAREDO!

APPLY TODAY.

The Diocese reserves the right to revise, rescind, or extend this job announcement.