

Director of the Office for the Protection of Children and Youth
Diocese of Erie

Job ad:

The Diocese of Erie is a collaborative, mission-oriented organization which prioritizes teamwork. This full-time, confidential, director-level, position will include managing child protection clearances for clergy, employees, and volunteers of the Diocese of Erie, parishes, schools and other Catholic institutions. This person is to be a practicing Catholic who possesses excellent organizational and human skills. Additionally, the director will progressively update the diocesan Policy for the Protection of Children based on changing state and federal law, as well as evolving circumstances. This position also will manage compliance of the policy for all diocesan institutions, and continue outreach to past victims. Because of the sensitive and confidential nature of this position, the successful candidate must demonstrate discretion and integrity in handling protected information. Essential skills include a working knowledge of Microsoft Office products (especially Word and Excel) as well as familiarity with operating database software.

The full position profile and application may be found at:

<https://www.eriercd.org/employment.html>

Please feel free to contact Fr. Chris Singer (csinger@eriercd.org, 814.824.1130) or Cindy Zemcik (czemcik@eriercd.org, 814.824.1195) for more information.

To Apply:

For best consideration please submit application materials by March 20, 2026.

Applications will be reviewed on a first-come, first-served basis. Applications will be accepted until the position is filled.

Applicants must submit a cover letter, resumé (including references), and a signed and completed job application in one of the two ways described below.

1. Scan and email all materials to: csinger@eriercd.org
2. Or by postal mail to: Fr. Chris Singer, 429 E Grandview Blvd., Erie, PA 16504