

Vice Chancellor  
Diocese of Erie

The Diocese of Erie is seeking an organized and enthusiastic individual to assume the position of Vice Chancellor. As Vice Chancellor the candidate would be responsible for assisting the Chancellor in overseeing the various work entrusted to the Chancery and to assist the Diocesan Bishop and Vicar General as needed. The primary responsibilities of the position include: coordinating multi-year diocesan data and statistics consolidation process along with the development of diocesan and parish data software capabilities; formalizing the organization of diocesan archives; implementing the diocesan record retention policy; directing the organization and updating of diocesan particular law; occasional assistance in maintaining and updating Chancery records, ordination records, and responding to inquiries and requests from clergy and laity.

Qualifications

Must have a minimum of a bachelor's degree in theology or ecclesiastical studies; a licentiate in canon law or one of the sacred sciences is preferred. Must be a practicing Roman Catholic in good standing.

Must have an understanding and dedication to the mission of Jesus Christ in the Roman Catholic Church. Should have three to five years' experience with ministry in a diocesan or parish setting. Must be able to work in a team and be an effective communicator.

**To Apply:**

For best consideration, please apply by **July 16, 2021**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org). (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Vice Chancellor Search, 429 East Grandview Blvd., Erie, PA 16504