

Programs Coordinator - Catholic Schools Office

We are seeking a conscientious, enthusiastic, organized, and professional individual to assist the Catholic Schools Office at the Diocese of Erie in a full-time position as a Programs Coordinator. The person in this position is responsible for fulfilling the mission of Catholic schools by successfully managing and facilitating the federal and state programs for nonpublic schools in the diocese. This position is the liaison among Catholic schools, school districts, Intermediate units, and the Pennsylvania Department of Education.

The qualified candidate will possess at least a bachelor's degree in education, business, communications, or other related discipline with a minimum of 3-5 years' experience in education and working knowledge of Federal/State programs in a school setting, including non-public entities. Must have and understanding of Catholic and/or non-public education.

To Apply:

For best consideration please return application materials by August 13, 2025, however, applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references, and a signed and completed job application form in one of two ways:

1. Scan and email all materials to: hrinfo@eriercd.org. (Application form must be scanned, completed, and signed.) or,
2. Mail to Attn: Human Resources, Programs Coordinator - Catholic Schools Office Search, 429 East Grandview Blvd., Erie, PA 16504