

Diocese of Erie

St. Mark Catholic Center Position Profile

Job Title: Coordinator of Catholic Identity and Mission (Part-Time)
Department: Catholic Schools Office
Location: Erie (SMCC)
Reports to: Superintendent of Catholic Schools
Cabinet: Superintendent of Catholic Schools
Classification: Hourly
FLSA: Non-Exempt; Part-Time
Budget: 00532
Date Created: 07/14/26 (updated)

OBJECTIVE

The Part-Time Coordinator of Catholic Identity and Mission supports the Diocese of Erie Catholic Schools Office in advancing the mission of Catholic education by fostering the integration of faith, academic excellence, and service throughout the school system. Working collaboratively with the Superintendent of Catholic Schools, presidents, principals, pastors, and diocesan departments, the coordinator promotes the Catholic identity of each school through leadership, formation, and mission-centered initiatives.

This position provides guidance and resources to strengthen the spiritual life of school communities, supports the implementation of diocesan and Church teachings, assists with faith formation opportunities for faculty and staff, and encourages the integration of Catholic social teaching into school culture and curriculum. The coordinator also collaborates on accreditation, strategic initiatives, and school improvement efforts related to Catholic identity, while serving as a resource to schools in fostering vibrant, welcoming, and faith-filled learning environments.

The ideal candidate is a practicing Catholic in good standing with the Church who demonstrates a deep commitment to the mission of Catholic education, possesses strong interpersonal and organizational skills, and is able to inspire collaboration across the diocesan school community.

RESPONSIBILITIES

- Promote and support the mission and philosophy of Catholic education in alignment with the teachings of the Roman Catholic Church and the Diocese of Erie.
- Collaborate with the Superintendent of Catholic Schools to advance diocesan initiatives related to Catholic identity, mission, and faith formation.
- Assist principals and school leadership in strengthening the Catholic identity and culture of each school.
- Develop, coordinate, and provide faith formation opportunities and spiritual development programs for principals, faculty, and staff.

- Support the planning and implementation of diocesan liturgies, prayer services, retreats, and other faith-based events for school communities.
- Provide resources that assist schools in integrating Catholic teachings, Gospel values, and Catholic Social Teaching throughout curriculum, student life, and school culture.
- Serve as a resource to principals, pastors, and school personnel regarding Church documents, diocesan policies, and best practices in Catholic education.
- Collaborate with diocesan offices, parishes, and community partners to support the mission of Catholic schools.
- Assist schools in accreditation and continuous improvement processes related to Catholic identity and mission.
- Promote service-learning initiatives and opportunities that encourage students to live the Gospel through service to others.
- Maintain appropriate records, prepare reports as requested, and participate in Catholic Schools Office meetings and professional development.
- Perform other duties as assigned by the Superintendent of Catholic Schools.

QUALIFICATIONS

Education

- Bachelor's degree in theology, religious education, education, pastoral ministry, or a related field is the basic requirement.
- Master's degree in theology, religious education, educational leadership, pastoral ministry, or a related field, preferred.

Experience

- Three or more years of successful experience in Catholic education, parish ministry, or a related ministry leadership role.
- Practicing Catholic in good standing with the Roman Catholic Church who demonstrates a commitment to Catholic teachings and the mission of Catholic education.
- Demonstrated knowledge of Catholic doctrine, Church teaching, and the mission of Catholic schools.

COMPETENCIES

- Excellent written, verbal, organizational, and interpersonal communication skills.
- Ability to build collaborative relationships with pastors, principals, teachers, diocesan staff, and parish communities.
- Proficiency with Microsoft Office and other common educational technology platforms.
- Valid driver's license with the ability to travel throughout the Diocese of Erie.

Preferred Competencies

- Experience serving in a Catholic school leadership or diocesan leadership role.
- Experience planning and facilitating adult faith formation and professional development.

- Knowledge of the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSBECS).
- Experience collaborating with clergy, parish leadership, and diocesan departments.
- Ability to develop faith-based resources and lead mission-centered initiatives across multiple school communities.

PHYSICAL REQUIREMENTS

- Ability to travel regularly to schools and diocesan locations throughout the Diocese of Erie.
- Ability to present to groups, facilitate meetings, and participate in school and diocesan events.
- Ability to lift and transport materials up to 20 pounds on an occasional basis.

Note: The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

Supervisor		Date

Incumbent		Date