Safe Environment Executive Program Assistant

The Office of Safe Environment Program Assistant is responsible for supplementary oversight, operation, and maintenance of the Diocesan Safe Environment Program which includes assistance in training, program operations, background check operations, compliance monitoring and reporting. **Position is security sensitive that requires extreme confidentiality, care, and trust. Work duties include using an array of business software applications (e.g., word processing, graphical presentation and spreadsheets/databases). Proficiency with Microsoft applications is required.**

- Assists with the implementation of all Safe Environment Programs Policies instituted by the diocese for the protection of minors and vulnerable adults.
- Responsible for assisting in assessing the implementation of the overall policies and procedures for the protection of minors and vulnerable adults in accordance with the United States Conference of Catholic Bishops (USCCB) Essential Norms, the Charter for the Protection of Children and Young People, and the Office of Child and Youth Protection.
- Helps maintain data collection systems/databases for the purpose of tracking and reporting compliance of all parishes/schools, with regards to Safe Environment Policies and procedures including background checks.
- Assists and communicates compliance status of parishes/schools to Pastors/Principals, SE Site Administrators on a regular basis.
- Assists all parish clergy, diocesan staff, employees and volunteers with the understanding and responsibilities of maintaining compliance with the Office of Safe Environment required policies and procedures.

**QUALIFICATIONS AND SKILLS**

- Associate degree required. Bachelor degree preferred.
- Minimum of five years of relevant administrative work experience, executive administrative support is preferred.
- Must be a practicing Catholic and in good standing with the Church.
- Compassionate personality, patient, responsible and committed to protecting children.
- Ability to work well independently as well as part of a team.
- Ability to prioritize, organize, multi-task numerous complex assignments and manage time.
- Superior leadership, administrative, and organizational skills and a pleasant telephone personality.
- Self-motivated, able to work under pressure and able to work with a wide variety of individuals in multicultural settings.

**HOW TO APPLY (Documents will be accepted until position is filled)**

- Submit completed Diocese of Victoria Employment Application found at: [https://www.victoriadiocese.org/current-job-postings](https://www.victoriadiocese.org/current-job-postings), Résumé, with three (3) professional references and contact information to: **Melissa Salinas, Director of Human Resources**, by:
  - Email: mosalinas@victoriadiocese.org & dovhumanresources@gmail.com
  - Mail: P.O. Box 4070, Victoria, TX 77903
  - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
  - For Questions: (361) 827-7177

Applicant must clear Texas/National Background Check, Fingerprint and Driving Check in order to be considered.