

CORI and Safe Environment Training Coordinator

The Diocese of Fall River is seeking a **CORI and Safe Environment Training Coordinator** to join our team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 117-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 132 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The **CORI and Safe Environment Training Coordinator** will report to the Director of Safe Environment and Victim Outreach and will assist in coordinating the Diocesan Criminal Offender Record Information (CORI) program and Safe Environment Training within the Office of Safe Environment, following all policies and procedures of the Diocese of Fall River.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for reviewing and processing CORI Acknowledgement Forms
- Organizes online Safe Environment Training and assists in coordinating live group trainings
- Maintains and enters Safe Environment data into relevant databases such as eApps and Excel
- Assist and support the Office of Safe Environment team with Diocesan audits relating to the *United States Conference of Catholic Bishops (USCCB) Charter for the Protection of Children and Young People (Charter)*
- Assist the Director with parish and school audits for *Charter* compliance
- Perform administrative tasks as needed to support the Office of Safe Environment.
- Other duties as may be assigned.

QUALIFICATIONS:

- Understanding and commitment to the teachings and mission of the Catholic Church.
- Associates degree or higher preferred.
- Proficient in the Microsoft Suite of products, including Word, Excel, PowerPoint, and Outlook.
- Proficient in Google Applications
- Strong interpersonal and communications skills, both written and oral.
- Proficient and accurate typing skills
- Self-motivated and able to work independently or as part of a team.
- Detail-oriented
- A high degree of confidentiality and discretion a must.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Manager of Human Resources E-mail: mbertoldi@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: The Diocese of Fall River, P.O. Box 2577, 450 Highland Avenue, Fall River, MA 02722.

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