

# Diocese of Nashville

<https://dioceseofnashville.com/job/safe-environment-coordinator/>

## Safe Environment Coordinator

### Description

The Diocese of Nashville Mission Support Office (MSO) seeks qualified candidates for the position of Safe Environment Coordinator. This is a regular full-time position providing coordination of all activities supporting the Diocesan Safe Environment Program. This position oversees local safe environment programs and the proper implementation of diocesan safe environment policies and procedures. The MSO is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center. This position will require travel throughout Middle Tennessee.

### AREAS OF RESPONSIBILITY

- Implementation and coordination of the various policies, programs, and procedures mandated within the Nashville diocese regarding the creation and maintenance of a safe environment, including the evaluation and background checks of all employees and of all volunteers who have regular contact with minors.
- Develops and ensures the implementation of new educational materials related to maintaining a Safe Environment, with an additional emphasis on Catholic schools, multicultural diversity with individuals of various ethnicities, and individuals with disabilities.
- Assures conformity of diocesan policy and code of conduct to the Charter and Norms of the United States Catholic Conference of Bishops (USCCB).
- Initial point of contact for reports of new abuse cases. Responsible for getting the appropriate personnel involved per Charter and Norms of the USCCB.
- Assures appropriate and timely response to allegations which includes the canonical and civil process and victims' outreach services.
- Maintenance of reference materials and available training programs in order to provide for and maintain a local safe environment within all subsidiary ministries and organizations.
- Coordinates with the Parish Safe Environment Coordinator regarding the implementation of the diocesan programs and policies as they relate to creating and maintaining a safe environment for children, young people and vulnerable adults.
- Conducts annual site survey's of all diocesan entities.
- Assists with the planning and execution of the Annual Diocesan Safe Environment Conference and other training initiatives throughout the Diocese of Nashville.
- Implementation and audit of the mandatory reporting requirements both under Tennessee State Law and pursuant to diocesan policies.
- Serves as Secretary of the Diocesan Safe Environment Committee (DSEC) charged with oversight and coordination of the duties and responsibilities of DSEC. Cooperates in the maintenance of timely and correct data entry, file management, and correspondence.
- Point of contact and coordination with the audit team from USCCB.

### EDUCATION, EXPERIENCE AND QUALITIES

- Bachelor's degree

### Hiring organization

Diocese of Nashville

### Job Location

Nashville, TN

### Date posted

August 7, 2025

### Valid through

31.10.2025

Please submit your resume, cover letter, and application on [Paylocity](#).

- 5 years (minimum) experience with youth protection preferred.
- Some theological/canonical knowledge/experience preferred.
- Well developed interpersonal and communication skills.
- Strong writing, organizing, and critical thinking skills
- Ability to maintain the highest level of confidentiality.
- Demonstrated computer and word processing competence, specifically with MS Office. Basic internet skills are also required.
- Bi-lingual in English and Spanish is preferred.

#### **KEY COMPETENCIES**

- Problem solving, strategic agility, informing, organizing, planning, priority setting, presentation skills, verbal and written communications, ethics and values, integrity and trust, customer focus, and confidentiality

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