

DIOCESE OF NASHVILLE
POSITION ANNOUNCEMENT
Administrative Assistant

The Diocese of Nashville has an opening for a full-time temporary Administrative Assistant position for the Director of Grants and Annual Giving. The work schedule is Monday through Friday from 8:00am to 4:30pm through March, 2018. The worksite is located at 2800 McGavock Pike in Nashville.

Primary functions of this position are to provide clerical support to the Director for the Bishop's Annual Appeal for Ministries, grants, planned giving, seminarian education, the Bishop Miles Society, and event planning.

Education and Experience:

- High School diploma or equivalent
- One (1) year of experience working within an office environment in an administrative support role.

Other Skills or Requirements:

- Demonstrated computer and word processing competence, specifically with Microsoft Office, and including Word and Excel.
- Must be able to perform mail merges and create spreadsheets.
- Skills in using Raiser's Edge are a plus.
- Excellent typing/keyboarding skills.
- Basic internet skills are also needed in working within Windows environment.
- Ability to use standard office equipment such as copiers, postage, and fax machines.
- Excellent organizational skills.
- Ability to maintain the highest level of confidentiality.
- Flexibility in meeting the changing needs of the office.
- Professional demeanor in all interactions, promoting a positive reflection on the Diocese of Nashville.
- Motivated self-starter with ability to take direction.
- Ability to multi-task and work well under pressure.
- Ability to alphabetize, spell, and use correct grammar and punctuation.
- Effective telephone etiquette.
- Willingness to submit to and successfully complete a criminal background screen.
- Some schedule flexibility for working some evenings and weekends.
- Excellent organizational skills

Competitive salary based upon qualifications. There are no benefits associated with this position although medical insurance will be offered as required by the ACA. Please email resume to: employment@dioceseofnashville.com

POSTING DATE: September 11, 2017

DATE AVAILABLE: As soon as possible