

**CATHOLIC CHARITIES OF TENNESSEE, INC.  
POSTING ANNOUNCEMENT**

**Administrative Assistant, Tennessee Office for Refugees**

Catholic Charities is seeking candidates for the position of Administrative Assistant in the Tennessee Office for Refugees, located at 2806 McGavock Pike, Nashville, Tennessee, 37214. This position is 37 1/2 hours per week from 8:00a.m. to 4:30p.m. Monday through Friday.

Primary functions include: managing administrative and financial tasks for the department to include: tracking, reconciling, and reporting on department and program expenditures; entering data received from our partners across the state; handling logistics for events and out-of-town travel; maintaining administrative, financial, and programmatic files (mostly electronically) and records; providing support to TOR's staff; processing employee paperwork; performing related work as necessary

**Education/Experience:**

- High school diploma plus four years of administrative experience
- Very strong computer and technology skills
- Prefer experience working in a nonprofit and/or with grant funding

**Other Skills or Requirements:**

- Excellent verbal and written communication skills
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Friendly, congenial, and professional manner that helps build relationships
- Good organizational skills with strong attention to detail
- Dependable with regular work attendance
- Ability to maintain a high level of confidentiality
- Successful completion of a criminal background check
- Ability to plan and organize work, and to perform a variety of difficult and responsible clerical tasks
- Demonstrate great initiative and be thorough in completing tasks
- Proficient with Microsoft Office and other computer applications
- Ability to work well as a team and independently with minimal direction
- Knowledge or interest in the field of refugee resettlement required
- Valid driver's license required

Competitive salary with excellent benefits package. Please email cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to Holly Johnson at [hjohnson@cctenn.org](mailto:hjohnson@cctenn.org)

POSTING DATE: January 10, 2018

DATE AVAILABLE: Immediately

**Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.**