

# *Diocese of Nashville*

## Administrative Assistant

The Diocese of Nashville seeks qualified candidates for Administrative Assistant to work in the new Faith Formation office at the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This is a full-time position providing administrative and clerical support to the Director and Associate Director of Faith Formation. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center and requires occasional night and weekend duty.

### PRIMARY RESPONSIBILITIES

- Schedule appointments and arrangements for meetings, conferences, and travel.
- Prepare draft correspondence for the Director and Associate Director.
- Prepare materials for meetings and record official minutes.
- Screen, prioritize and route calls and mail for the Director and Associate Director.
- Perform office accounting functions, including preparation of expense statements and coding of invoices
- Maintain office files.
- Help coordinate projects of the office.
- Assist with maintaining social media and website presence of the office.
- Help publicize and coordinate special events.

### EDUCATION AND EXPERIENCE

- High school diploma, college degree preferred.
- At least two years of administrative support experience in a fast-paced office environment.

### OTHER SKILLS AND REQUIREMENTS

- A practicing Catholic, with strong knowledge and understanding of Catholic teachings, practices and organizational structure.
- Computer skills for word processing, office publishing, spreadsheet and data management, internet, and website design and maintenance.
- Ability to work nights and weekends on occasion.

This position includes a competitive salary, based upon qualifications and experience, and an excellent benefits package.

Interested applicants should email a cover letter of introduction and a resume that includes at least three references to Joan Watson, Director of Faith Formation:

[Joan.Watson@DioceseOfNashville.com](mailto:Joan.Watson@DioceseOfNashville.com)