

Diocese of Nashville

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Assistant to the President

Description

Assistant to the President of Overbrook Catholic School and St. Cecilia Academy

The Dominican Campus seeks to hire an Assistant to the President of Overbrook Catholic School and St. Cecilia Academy. The candidate will be driven by the desire to support the mission of the Nashville Dominican Sisters in the work of Catholic education on the Dominican Campus. The assistant provides support to all aspects of work that originate in, or flow through, the President's office, thus s/he will be adept at navigating high-volume, fast-paced, and varied kinds of work.

The position requires a balance of skills to include excellent high-level, as well as detailed, organization ability; superior written and oral communication; abiding demonstration of warm hospitality; and agility to proficiently meet deadlines when advancing multiple simultaneous priority tasks.

Overbrook Catholic School and St. Cecilia Academy strive to provide employees with a joyful and friendly community environment, competitive salary, and attention to the needs of work-life balance.

Hiring Date: ASAP

Salary: commensurate with duties

Full-time Monday-Friday 7:45-12:30

Forward cover letter and resume to Peggy Hunt at huntp@dominican-campus.org

Hiring organization

Overbrook Catholic School and St. Cecilia Academy

Job Location

Nashville, TN

Date posted

January 31, 2025

Valid through

31.03.2025

Forward cover letter and resume to
Peggy Hunt at
huntp@dominican-campus.org