

Diocese of Nashville

<https://dioceseofnashville.com/job/administrative-assistant/>

Administrative Assistant

Description

Reports To: Pastor

Schedule: Monday through Friday, 9:00 a.m. to 4:00 p.m.

We are seeking a warm, organized, and professional Administrative Assistant to serve as the central contact for our parish and school community. In this role, you will be the friendly 'first face' of our community, ensuring that every visitor and parishioner feels welcomed and heard. You will provide essential administrative support to the Pastor and assist in the smooth coordination of parish and school activities, records, and communications.

Key Responsibilities

Front Office & Parish/School Communication

- Serve as the primary contact for the church office, greeting guests, answering phones, and responding to emails with a professional and empathetic approach.
- Manage parish communications, including updating the church website and Facebook, and creating the weekly bulletin and parish email announcements.
- Assist the Pastor by communicating parishioner needs, managing his calendar, and supporting ministry leaders, deacons, and school administration to promote events.

Operations & Administration

- Maintain office supplies and church-related materials.
- Accurately track parish interactions and requests in our internal systems to support data integrity and community insight.
- Maintain documentation and update parish sacramental logs (baptisms, weddings, etc.) for review.
- Support financial workflows by coordinating money counting teams, entering collections, handling bank deposits, and preparing bills for the Business Manager and bookkeeper.
- Coordinate with school administrative staff as needed to ensure smooth operational alignment between the parish and school offices.
- Coordinate the different sacramental needs for the various liturgies (Sundays, funerals, weddings, etc.).
- Coordinate maintenance services for the church and school.
- Maintain the church and school facility calendar.
- Order necessary supplies for the church and school.

Event & Volunteer Coordination

- Keep the parish calendar updated to ensure seamless scheduling for both parish and school events.
- Coordinate the scheduling of volunteers for liturgies (Lectors, Greeters, Ushers) and provide necessary training and communication.
- Serve as the Safe Environment Coordinator, managing training, background checks, and compliance for parish and school volunteers.

Hiring organization

St. John Vianney Church and School

Job Location

Gallatin, TN

Date posted

July 1, 2026

Valid through

30.09.2026

Interested candidates should submit a resume and application on [Paylocity application here](#).

Qualifications

- Education: High school diploma or equivalency required.
- Experience: Prior experience in parish ministry, front desk, or intake coordination is highly preferred.
- Language Requirement: Bilingual in English and Spanish is preferable but not necessary.
- Skills: Excellent interpersonal skills, strong organizational skills, and proficiency with computers and digital record-keeping systems. Ability to maintain strict confidentiality.
- Mission Alignment: Models a lifestyle consistent with the teachings of the Catholic Church and maintains a positive attitude toward the Church community.

To Apply

Interested candidates should submit a resume and application on [Paylocity application here](#).