

Diocese of Nashville

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Assistant Director of Campus Ministry

Description

SUMMARY

This position is responsible for aiding the Director of Campus Ministry/Chaplain by assisting in the strategic vision and its implementation of the ministry of University Catholic. This position is the main liaison and communications person for the Director of Campus Ministry/Chaplain to various groups internal and external to the ministry. This position directs and supports student participation and programming of University Catholic.

- Responsible for assisting Director of Campus Ministry/Chaplain in pastoral, spiritual, and faith community life on campus, as well as designing and implementing a comprehensive campus ministry program, in keeping with the mission and values of University Catholic.
- Liaison for University Catholic School Student Boards. Responsibilities include leading Belmont and Vanderbilt student boards in strategic planning and overseeing implementation of events, providing organizational health formation to student leaders, acting as weekly liaison to campus ministry staff.
- Liaison with Vanderbilt administration and Belmont's University ministries.
- Assures compliance with Diocesan and University policies for student events and programs.
- Assists Director of Campus Ministry/Chaplain in programming and occasionally executing formational and community building.
- Oversees most internal communications among staff, missionaries, and student leaders; ensures communication is clear, efficient, and timely.
- Oversees external communications including Flocknote and bulletin.
- Oversees website and social media management including but not limited to graphic design and regular media updates for communication channels.
- Oversees ministry calendar.
- Maintain timeline for the ministry concerning meeting schedule and planning.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

June 25, 2024

Valid through

09.08.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2533012/Roman-Catholic-Diocese-of-Nashville/Assistant-Director-of-Campus-Ministry>