

Diocese of Nashville

<https://dioceseofnashville.com/job/assistant-director-of-faith-formation-for-university-catholic/>

Assistant Director of Faith Formation for University Catholic

Hiring organization
Diocese of Nashville

Description

The Assistant Director of Faith Formation for University Catholic Ministry facilitates the development and maintenance of campus ministry at universities and colleges throughout the Diocese of Nashville. Responsibilities include the overseeing and support of the spiritual, intellectual, apostolic, and human formation programs in the chapters of UCat as well as expanding the ministry on other campuses. The assistant director oversees the campus minister at each chapter providing support and direction in the areas of programming, budgeting, and fundraising.

Job Location
Nashville, TN

Date posted
March 23, 2026

Valid through
24.07.2026

Essential duties and responsibilities:

1. Works collaboratively with the Director of Faith Formation to create and implement innovative catechetical and evangelical programs for college students.
2. Supervises and manages the Coordinator for University Catholic.
3. Oversees and mentors campus ministers throughout the Diocese of Nashville as well as designs and supports programs and resources for their continued ministerial development.
4. Organizes and executes Diocesan-level retreats and initiatives including but not limited to handling all necessary logistics (transportation, content, lodging, catering, marketing, scheduling, etc.), ensuring Safe Environment compliance, and managing affiliated adult and/or student volunteer leaders.
 - Retreats (i.e. Awakening, leadership, student, etc.)
 - March for Life and Human Dignity Pilgrimage
 - Pilgrimages and service mission trips
5. Serves as a liaison and resource between the UCat chapters and FOCUS.
6. Assists university chaplains/campus ministers and other chapters with spiritual, intellectual, apostolic, and human formation and activities.
7. Collaborates with UCat chapters in the creation, selection, and formation of student leadership teams.
8. Designs/creates/plans all social media content for the Office of Faith Formation related to UCat.
9. Monitors social media and corresponds to all questions/comments through Instagram, Google Voice, GroupMe, Flocknote, and email.
10. Updates UCat webpage.
11. Designs and distributes marketing materials following the brand standard guidelines of UCat.
12. Creates and reviews participatory event surveys for all UCat events.
13. Writes and oversees publication of quarterly UCat newsletter.
14. Works with the Office of Stewardship and Development in hosting yearly UCat Gala and implementing other fundraising opportunities.
15. Prepares yearly budget plans and manages monthly budget required for the UCat chapters in collaboration with the Director of Faith Formation.
16. Performs other duties assigned by the Director of the Office of Faith Formation.

Please complete the application and resume on [Paylocity here](#)

Supervisory responsibilities:

- Coordinator for University Catholic
- Campus Ministers

- Volunteers
- Student Leaders

Education and/or experience:

- Bachelor's degree in theology or related
- Master's degree in theology or related field
- 5+ years of experience working in youth ministry or related

Skills:

- Practicing Roman Catholic in good standing.
- Active parish and diocesan involvement.
- Considerable knowledge of Church teaching and practice.
- Well-established evangelical fervor and catechetical strength.
- Fluency in Spanish preferred.
- Strong verbal, written, and interpersonal communication skills.
- Computer skills, specifically Word, Excel, Power Point, and web-based software.
- Ability to travel frequently to off-site events and to work on evenings and weekends.

Competencies (5-6):

- Collaborates
- Communicates Effectively
- Builds Networks
- Plans and Aligns
- Instills Trust
- Resourcefulness

How to Apply

Please complete the application and resume on [Paylocity here](#)