

Diocese of Nashville

<https://dioceseofnashville.com/job/catholic-administrative-pastoral-life-coordinator/>

Catholic Administrative Pastoral Life Coordinator

Description

The Catholic Administrative Pastoral Life Coordinator provides administrative and program coordination support to the Roman Catholic Chaplain and Priest in support of the Fort Campbell Chaplain's Religious Support Program. This role supports the planning, coordination, and administration of Catholic religious services and community activities in accordance with Roman Catholic Church guidelines, Archdiocese for the Military Services (AMS) policies.

Essential Duties and Responsibilities

The Catholic Administrative Pastoral Life Coordinator will:

- Provide administrative support for Catholic religious services and pastoral activities.
- Attend required staff huddles, pastoral council meetings, and planning meetings to support program coordination.
- Develop and distribute a monthly Catholic Community calendar that includes religious education schedules, events, holy days, and closures.
- Prepare weekly Catholic bulletins and announcements in accordance with established guidelines.
- Prepare liturgical books, Eucharistic elements, and sacred vessels prior to Mass services in accordance with SOPs.
- Maintain Catholic Community registration records and submit monthly updates.
- Coordinate Catholic Community events, including preparing facility reservation requests and publicity flyers.
- Collect documentation and prepare sacramental records in the AMS portal for priest certifications.
- Record attendance at Catholic Community events and submit required reports.
- Support preparation of documentation for AMS quarterly clergy reports.

Education and/or Experience

Required:

- Ability to obtain Catechist certification from the Archdiocese for the Military Services within 90 days of contract award.
- Strong written and verbal communication skills, including preparation of bulletins, correspondence, and reports.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).

Hiring organization

Veritas Management Group

Job Location

Fort Campbell

Date posted

March 20, 2026

Valid through

17.07.2026

For questions or to apply, please submit your resume and cover letter to

recruiting@veritasmanagementgroup.com

- Ability to work respectfully and professionally within a military religious support environment.
- U.S. citizenship and ability to successfully complete background checks and installation access requirements.

Preferred Skills:

- Experience supporting Catholic parish administration, religious programs, or community-based services.
- Familiarity with Catholic liturgical practices and pastoral support activities.
- Strong organizational skills and attention to detail.

How to Apply

For questions or to apply, please submit your resume and cover letter to recruiting@veritasmanagementgroup.com