

Diocese of Nashville

<https://dioceseofnashville.com/job/church-office-admin-assistant/>

Church Office Admin Assistant (Bilingual)

Description

Saint Rose of Lima in Murfreesboro, Tennessee, seeks qualified candidates for an Administrative Assistant. Reporting to the Church Office Manager, this position is responsible for the upkeep of sacramental records, administrative functions, assisting with parish communications, the related processes and systems for the Parish, as well as general office duties. Requires significant interaction with Saint Rose parishioners and other parishes. This position is part-time, non-exempt, working 20 hours per week with flexible scheduling.

Principal Duties and Responsibilities

- Coordination of weddings, funerals, and baptisms.
- Facility scheduling.
- Assist with Parish communications.
- Answering phones and general office duties.
- Other pertinent duties as needed.

Qualifications:

- High School degree required, Bachelor's degree preferred.
- Prior experience working in a Catholic parish or school setting is helpful, as is strong knowledge of the Catholic Church.
- Required competent use of the English and Spanish languages, written and verbal.

Other Skills Required:

- Demonstrated experience in an office setting with the ability to multitask and work in a busy environment.
- Ability to maintain confidentiality.
- Knowledge of the sacraments of the Catholic Church.
- Excellent written and oral communication, interpersonal skills, and public relations skills.
- Competence in the use of various computer software programs (Microsoft Office Suite, including Word, Publisher, Excel, and the related Google programs); ability to learn custom church software (i.e., Push Pay) necessary.

Requirements:

- Successful completion of parish Safe Environment program and background check.

To Apply

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

Hiring organization

Saint Rose of Lima

Job Location

Murfreesboro, TN

Date posted

June 9, 2026

Valid through

04.09.2026

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