

Diocese of Nashville

<https://dioceseofnashville.com/job/coordinator-of-university-catholic-ucats/>

Coordinator of University Catholic (UCat)

Description

The Coordinator of University Catholic (UCat) assists the Assistant Director in the Office of Faith Formation to facilitate the development and maintenance of campus ministry at universities and colleges throughout the Diocese of Nashville. The Coordinator helps to organize and implement the programmatic efforts of the Office of Faith Formation as well as assist with the spiritual, intellectual, apostolic, and human formation programs in the chapters of UCat. By accompanying the chapters and their leaders, the Coordinator of UCat exemplifies and furthers the mission of the Diocese of Nashville: Living and Proclaiming the Good News of Jesus Christ, Welcoming All.

AREAS OF RESPONSIBILITY INCLUDE

- Works under the direction of the Assistant Director of UCat to organize and execute various diocesan-level retreats and initiatives including but not limited to handling all necessary logistics (transportation, content creation, lodging, catering, marketing, scheduling, etc.), ensuring Safe Environment compliance, and coordinating affiliated adult and/or student volunteer leaders.
- Retreats (i.e. Awakenings, leadership, student, etc.)
- March for Life and Human Dignity Pilgrimage.
- Pilgrimages and service mission trips
- Aids the Assistant Director in serving as a liaison and resource between the UCat chapters and FOCUS.
- Assists university chaplains/campus ministers and other chapters with spiritual, intellectual, apostolic, and human formation and activities.
- Collaborates with UCat chapters in the creation, selection, and formation of student leadership teams.
- Helps design/create/plan all social media content for the Office of Faith Formation related to UCat.
- Monitors social media and corresponds to all questions/comments through Instagram, Google Voice, GroupMe, Flocknote, and email.
- Helps design and distribute marketing materials following the brand standard guidelines of UCat.
- Assists with the publication of quarterly UCat newsletter.
- Maintains and represents office when Assistant Director of UCat is off-site.
- Helps manage the monthly budget for UCat diocesan office and chapters.
- Performs other duties assigned by the Assistant Director of UCat and the Director of the Office of Faith Formation.

Requirements

EDUCATION AND EXPERIENCE

- Experience working in Catholic campus ministry or related ministries.
- Bachelor's degree in Theology or related field is preferred.
- Experience in organizing student events and trips.

ADDITIONAL SKILLS/REQUIREMENTS

- Practicing Roman Catholic in good standing.

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

July 1, 2026

Valid through

30.09.2026

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

- Active parish involvement.
- Knowledge of Church doctrine and practice.
- Articulate written and public speaking skills.
- Strong interpersonal, organizational and project management skills.
- Established passion for evangelization and catechesis.
- Strong verbal, written, and interpersonal communication skills.
- Proficiency with computer programs, web-based software, and social media platforms.
- Ability to travel frequently to off-site events and to work evenings and weekends.

How to Apply

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