

# Diocese of Nashville

<https://dioceseofnashville.com/job/diocesan-coordinator-of-campus-ministries/>

## Diocesan Coordinator of Campus Ministries

### Description

This position is responsible for assisting the Diocesan Director of Campus Ministry and the Diocesan Assistant Director of Campus Ministry of University Catholic by providing support with responsibilities relative to the operations of University Catholic. This position is also responsible for organizing and conducting the logistics of certain University Catholic events at the various chapters.

The duties of Coordinator of Campus Ministers are as follows:

- Oversee and facilitate organization for the events and activities of the campus ministry.
- To be present at events and activities hosted by University Catholic and the various chapters.
- To prepare the monthly campus ministry report for the Diocesan Director of Campus Ministries.
- To participate in the monthly All Campus Ministries meeting.
- To attend formation opportunities hosted by the Diocesan Office.

### Administrative:

- Receives inquiries and correspondence relative to Campus Ministry (mail, email, telephone, etc.).
- Oversee the preparation of Key Deliverables report to the Diocesan Office of Campus Ministry of the various UCAT chapters.
- Monitors office supply inventory and makes purchases when needed.
- Maintains records and files for the Campus Ministry Office.
- Send Mass cards upon request.
- Assist with logistics, scheduling, and ordering for various events.
- Coordinate with various UCAT chapters to send parent appeal letters.
- Maintains student contact database.

### Bookkeeping:

- Prepares reimbursement requests as needed.
- Prepares expense reports for Diocesan Director of Campus Ministry monthly.
- Tracks Diocesan office budget expenditures and maintains records of expenses.
- Prepares and makes deposits, report offertory collections. Sends paperwork to Diocese.
- Submit credit card reports to Diocese.

### Events.

- Liaison for the Diocesan Director of Campus Ministries to the planning, coordinating, execution and logistics of the various UCAT chapters events.

### Requirements

### EDUCATION, EXPERIENCE AND QUALITIES:

### Hiring organization

Diocese of Nashville

### Job Location

Nashville, TN

### Date posted

July 2, 2024

### Valid through

16.08.2024

To apply:  
<https://recruiting.paylocity.com/recruiting/jobs/Apply/2548655/Roman-Catholic-Diocese-of-Nashville/Diocesan-Coordinator-of-Campus-Ministries>

- Bachelor's degree in Theology, Divinity, Pastoral Ministry, Religious Studies, Education, or related field.
- 2-3 years of experience in Catholic campus ministry, particularly in directing student leaders.
- Experience in organizing successful student events and trips.
- Experience in fundraising/development

**KEY COMPETENCIES:**

- Action oriented.
- Collaborates
- Communicates Effectively
- Builds Networks
- Drives Engagement