

Diocese of Nashville

<https://dioceseofnashville.com/job/executive-assistant-to-the-chief-administrative-officer/>

Executive Assistant to the Chief Administrative Officer

Description

The Executive Assistant to the Chief Administrative Officer (CAO) provides high-level administrative and project support to ensure the effective and efficient functioning of the CAO's office. The Chief Administrative Officer (CAO) oversees operations across the Diocese of Nashville, helping more than 60 pastors and parishes to prosper. At the Diocesan level the CAO has responsibilities for leadership, vision, strategy, and organizational development.

The role of Executive Assistant to the CAO requires exceptional organizational, communication, and relational skills, along with a strong commitment to the mission and values of the Catholic Church. The Executive Assistant must be discreet, spiritually mature, and capable of managing multiple tasks in a fast-paced, ministry-focused environment. This is a full time benefit eligible position.

Key Responsibilities

- Manage the Chief Administrative Officer's calendar, including scheduling meetings, appointments, and travel arrangements.
- Screen and prioritize communications and requests directed to the Chief Administrative Officer.
- Serve as a liaison between the Chief Administrative Officer and chancery staff, pastors, parishes, leadership teams, and external contacts.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Maintain a high level of confidentiality and discretion in all matters.
- Oversee the organization of special projects events, and initiatives led by the Chief Administrative Officer.
- Manage files, databases, and records related to the Chief Administrative Officer's office.
- Ensure prompt and professional responses to emails, phone calls, and other forms of communication.

Education and Experience

- Bachelor's degree preferred, or equivalent experience.
- A practicing Roman Catholic with a deep understanding of and alignment with Church teaching and values.
- Proven experience as an executive assistant or project coordinator, preferably in a church or nonprofit environment.

Skills and Qualifications

- Excellent written and verbal communication skills.
- Ability to handle sensitive issues and maintain strict confidentiality.
- Flexible, proactive, and able to work both independently and collaboratively.
- Meticulous attention to detail and exemplary organizational skills
- Desire to add enormous value by anticipating needs and solving problems
- Capacity to manage and prioritize multiple (and often competing) deadlines
- Sense of humor, discretion, humility, and coachable with outstanding work-ethic

Hiring organization

Diocese of Nashville

Job Location

Nashville, TN

Date posted

August 7, 2025

Valid through

31.10.2025

Please submit your resume, cover letter, and application on [Paylocity](#).

- Confidence in corresponding with high level professionals
- Fast learner with ability to easily grasp and understand new concepts
- Polished, poised and professional in both mindset and demeanor
- Flexibility in scheduling; willingness to work additional hours as needed and upon request
- Capable of processing direction quickly, thinking critically, and detailed note-keeping
- Ability to work independently with a strong desire to constantly learn and improve.
- Common sense and good judgment, knowing when to act independently and when to consult the CAO.
- Ability to establish rapport quickly with people from all walks of life while maintaining important boundaries.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint) and familiarity with Raisers Edge.

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