

Diocese of Nashville

<https://dioceseofnashville.com/job/marketing-assistant/>

Marketing Assistant

Description

The school's Marketing Assistant, informed by the mission of the parish and school, is responsible for working with the principal under the direction of the Director of Advancement and Admissions in advancing this mission within the context of marketing and retention. This individual supports the operations of the school by creating and publishing promotional materials, communications and publications for current families and stakeholders, and overseeing or supporting events that promote the school and build community. This requires strong collaboration with school and parish staff, School Advisory Council, parish and finance councils, parent committees, parishioners, and volunteers.

Reports to: Principal and Director of Advancement

Principal Duties and Responsibilities:

Communications

- Creates and ensures cohesive, branded, and current content in all Communications. This includes but is not limited to responsibility for:
- School Website
- Social Media
- Print Media
- Family Newsletter (Monday Memo)
- Flyers for events
- Video Production
- Coordinating photography for school events and marketing materials
- Updating photo folder for marketing materials
- Community outreach to business and other potential stakeholders

Publications

- Assists Advancement Director in designing and publishing Annual Report Magazine and other advancement materials.
- Assists Admission Director designing and publishing admission marketing materials

Events

- Assists with coordinating school parents, volunteers, and teachers.
- Coordinates with the Director of Advancement to oversee Parent Connection events, including parent-sponsored fundraising events.
- Assists with school fundraisers especially in a marketing capacity: Starry, Starry Night, Stars and Pars Golf Tournament, Spirit Nights, and Boosterthon.
- Collaborates with Principal, Admissions, and Advancement with planning Grandparents Day, and coordinating with parents on its execution.
- Oversees photography and filming of school events, including but not limited to sports, clubs, and school socials.

Collaboration

Hiring organization

Saint Rose of Lima

Job Location

Murfreesboro, TN

Date posted

October 14, 2025

Valid through

14.01.2026

Please complete the application and resume on [Paylocity](#)

- Coordinating and meeting with School Advisory or School Advisory members in areas of marketing
- In conjunction with the Advancement Director, collaborate with the parish Stewardship Office to create cohesive messaging of campaigns, annual funds, and other related initiatives.

Requirements and qualifications:

- Manifest a passion for Christ and His Catholic Church.
- Manifest a passion for the mission of Saint Rose Parish and School.
- Bachelor's degree (preferably in Communications, Marketing, Digital Media, or related field).
- 2-5 years of experience in marketing, brand management, or digital communications.
- Proficiency in social media platforms and content creation tools (e.g., Canva, Adobe Creative Suite, or similar).
- Experience with Microsoft Office Suite, Google Suite, Email Marketing Platforms (E.g. Mailchimp, Constant Contact, etc.)
- Strong organizational and project management skills, as well as excellent attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Exhibit an ability to independently move projects forward, prioritize tasks, and meet various deadlines across multiple projects.
- Maintain a high level of professionalism in working with Church officials, staff, partners, and benefactors.
- Possess strong analytical skills to implement and execute a successful strategy.
- Preferred Qualifications
 - Experience with website design and management (WordPress, Squarespace, or similar platforms).
 - Experience in event promotion and coordination.
 - Knowledge of SEO and digital advertising.

Hours: 20 hours/week with occasional nights and weekends for school events.

To apply

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