

# Diocese of Nashville

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## Office Manager and Assistant to the Principal

### Description

Overbrook Catholic School seeks to hire an Office Manager and Assistant to the Principal. The role is responsible for the professional, efficient, and joyful management of administrative tasks and front office organization. In addition, this individual serves as the Assistant to the Principal working directly on her needs as assigned.

### Job Responsibilities

#### *Office Manager*

- Collaborate with staff to ensure smooth working of the front office.
- Manage relationships with key school partners including the dining hall.
- Coordinate school calendar internally and with St. Cecilia Academy.
- Lead planning and execution of OCS special events as needed.

#### *Assistant to the Principal*

- Assist the Principal with daily tasks.
- Maintain employee files.
- Review communication originating in the principal's office.

### Qualifications

- Bachelor's degree preferred
- Proficient computer skills
- Standard office administrative practices and procedures
- Excellent written and verbal skills
- High level of professionalism and excellent interpersonal skills
- Exceptional organizational skills, detail-oriented, and ability to set priorities for multiple tasks and follow through on projects
- Discrete with the ability to maintain confidentiality
- Skilled at collaboration and working with a team
- Commitment to and enthusiasm for the Catholic mission and values of Overbrook Catholic School.
- Love of children and their development

**Hiring Date:** ASAP

**Salary:** Commensurate with duties

**Hours:** Full-time, 12 months, Monday through Friday from 7:30 a.m. to 3:30 p.m. with a few nights and weekends as needed for special events

**To Apply:** [Complete the online application](#), and submit your resume, and cover letter to Sister Marie Blanchette, O.P. at [osprincipal@overbrook.edu](mailto:osprincipal@overbrook.edu).

**Website:** [www.overbrook.edu](http://www.overbrook.edu)

### Hiring organization

Overbrook Catholic School

### Job Location

Nashville, TN

### Date posted

February 4, 2025

### Valid through

31.03.2025

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**Phone:** 615-292-5134

### **About Overbrook Catholic School**

Inspired by the example of St. Dominic, Overbrook Catholic School educates children to seek and embrace the truth, fostering in them a personal encounter with Jesus Christ. Children are thus prepared in mind and heart to give joyful witness to truth in their own lives. Founded in 1936 by the Dominican Sisters of the St. Cecilia Congregation, Overbrook is a co-educational, preschool through sixth-grade independent Catholic school with a dynamic tradition of educating children in a community setting through study, prayer, and service. The school is located on the Dominican Campus at 4210 Harding Pike also home to St. Cecilia Academy (for girls in grades 7 - 12) and Aquinas College. Overbrook encourages academic excellence, creativity and the development of leadership within each student.