

Diocese of Nashville

<https://dioceseofnashville.com/job/office-manager-and-assistant-to-the-principal/>

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.

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.

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
- Experience in working in a school preferred.
- Commitment to and enthusiasm for the Catholic mission and values of Overbrook Catholic School.
- Love of children and their development

Responsibilities:

Office Manager

- Collaborate with staff to ensure smooth working of the front office.
- Manage relationships with key school partners.
- 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.

To apply

Submit your resume, and cover letter to Sister Marie Blanchette, O.P. at ocsprincipal@overbrook.edu.

Hiring organization

Overbrook Catholic School

Job Location

Nashville, TN

Date posted

September 19, 2025

Valid through

19.12.2025

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