

Diocese of Nashville

<https://dioceseofnashville.com/job/operations-and-private-events-coordinator/>

Operations and Private Events Coordinator

Description

Location: Hendersonville, TN

Position: Operations and Events Coordinator

Type: Part-Time, Non-Exempt (20 hours/week)

Start Date: Immediate

Do you thrive in fast-paced environments where details matter and hospitality makes a difference? Are you organized, service-minded, and excited to support a faith-filled community through high-impact operations and joyful events? Our Lady of the Lake Catholic Church is seeking a mission-aligned Operations and Private Events Coordinator to support the day-to-day administrative needs of our Finance and Operations Department and to lead the planning and coordination of private events hosted on parish grounds.

This vital role combines administrative excellence, project support, and hospitality leadership to ensure that our internal systems and community events reflect the values and mission of the Church.

Who We Are

At Our Lady of the Lake, we are dedicated to sanctifying Hendersonville by serving the sacramental, spiritual, and social needs of our parish family and the broader community. From supporting our operational processes to hosting vibrant private events, we are committed to hospitality, stewardship, and mission-driven excellence in everything we do.

What You'll Do

As the Operations and Private Events Coordinator, you will work closely with the Director of Finance and Operations to ensure the smooth operation of administrative processes, software implementations, and capital project logistics. You will also coordinate private and community events hosted at our parish, guiding clients through the full event experience with professionalism and care.

Administrative and Operational Support

- Provide administrative support for the Finance and Operations Department
- Maintain accurate records and ensure compliance with parish and diocesan policies.
- Support software implementation projects including PushPay parish database and engagement platform as well as SAGE Intacct accounting and asset management software
- Serve as a key point of communication between internal departments, staff, and external vendors.

Event Coordination and Hospitality

- Manage the full life cycle of assigned private events—from inquiry and booking to execution and post-event wrap-up.
- Act as the main liaison between the church, clients, and vendors to ensure every event runs smoothly and in alignment with parish expectations.

Hiring organization

Our Lady of the Lake Church

Job Location

Hendersonville, TN

Date posted

August 7, 2025

Valid through

31.10.2025

Send your resume, cover letter, and a brief statement of your faith journey to lauras@lolcc.org

- Coordinate all event logistics, contracts, permits, insurance, and communications with internal teams (maintenance, office, security).
- Work with Parish Coordinator to ensure all private events are scheduled on the parish calendar
- Facilitate facility usage that maintains the sacredness and integrity of parish spaces.
- Support post-event financial processes such as deposits, final settlements, and expense documentation.

Client and Community Engagement

- Provide exceptional service to families, parishioners, and community groups hosting events at Our Lady of the Lake.
- Guide clients with patience, professionalism, and hospitality—upholding the Church's mission in every interaction.
- Promote the parish as a trusted and welcoming venue for joyful celebrations, civic gatherings, and community events.

Who You Are

- A highly organized, detail-oriented professional with a passion for service and a heart for hospitality.
- Experienced in administrative support, event planning, or project coordination (experience in a faith-based or nonprofit setting preferred).
- Able to manage multiple projects, deadlines, and stakeholders with calm, clarity, and professionalism.
- Technologically proficient in Microsoft Office and Google Workspace; experience with accounting or project management tools a plus.
- An excellent communicator—clear, respectful, and responsive.
- Respectful of Catholic values, with a desire to serve the Church's mission with integrity.

Preferred Qualifications

- 2+ years of experience in event coordination, office administration, or operations support.
- Experience working with vendors, managing timelines, and coordinating multiple moving pieces.
- Strong interpersonal and problem-solving skills.
- Candidates must be 21 years or older and possess (or be able to obtain) a valid TN ABC Server Permit.

Work Environment & Schedule

- **Setting:** Primarily office-based with on-site presence required during scheduled events and projects.
- **Schedule:** Monday–Friday with some evening or weekend availability required to support parish events and operational needs.
- **Physical Requirements:** Ability to lift up to 25 lbs, stand or walk for extended periods during events, and navigate indoor and outdoor parish spaces.

Why Join Us?

This role is more than just support—it's a mission-critical position that touches the heart of our parish through operations and hospitality. You'll play a key role in ensuring our systems run smoothly and that every private event reflects the warmth,

excellence, and mission of Our Lady of the Lake. Together, we'll sanctify Hendersonville—one project and one celebration at a time.

How to Apply

Ready to answer the call? Send your resume, cover letter, and a brief statement of your faith journey to **lauras@ololcc.org**

Join us in building a faith formation program that's vibrant, prayerful, and mission-driven!

Our Lady of the Lake Catholic Church

Hendersonville, TN

Sanctifying Hendersonville through faith, family, and mission.