

# Diocese of Nashville

<https://dioceseofnashville.com/job/parish-administrative-assistant/>

## Parish Administrative Assistant

### Description

The Parish Administrative Assistant will be providing day-to-day administrative and operational services for the parish (church and school) with specific responsibility for facility use scheduling and office operations support. This is a 24 hour per week role supporting an office schedule of 8:30am to 4:00pm Wednesday- Friday with occasional after hour or weekend activity support. Responsibilities include answering the lobby phone or welcoming people into the Church office, restocking office supplies, sorting and processing the mail, scheduling (sacraments, liturgical ministers, staff meetings, etc...), preparing baptismal records, managing the Parish database, and other duties as assigned by the Pastor or the Director of Operations.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### EDUCATION and/or EXPERIENCE

- Bachelor's degree in a related field and/or equivalent work experience.
- Prior office manager/administrative assistant experience.
- Prior experience working with customers.

### OTHER SKILLS

- Skilled in Microsoft applications, particularly Word, Excel, and Outlook.
- Prefer candidate with experience working with Parishstaq.
- Excellent organizational skills.
- Ability to maintain confidentiality.
- Good interpersonal skills.
- Good verbal and written communication skills.
- Good time management skills.
- Ability to meet deadlines.
- Regular work attendance.

### CONTACT INFORMATION

Interested Candidates should send a cover letter, resume, and three professional references to Kyle Lewis at [klewis@stedward.org](mailto:klewis@stedward.org).

### Hiring organization

St. Edward Church and School

### Job Location

Nashville, TN

### Date posted

May 6, 2025

### Valid through

31.08.2025

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