

# Diocese of Nashville

<https://dioceseofnashville.com/job/receptionist-2/>

## Synod Program Manager

### Description

The Catholic Diocese of Richmond is seeking a Diocesan Synod Program Manager as it prepares for the 2025 Jubilee Year. The Diocese plans to hold a Diocesan Synod from Pentecost 2025 to Pentecost 2026, creating a space for the community to engage in meaningful conversations, come together in faith, and pray collectively, united in the Eucharist.

The Diocesan Synod Program Manager will oversee the logistical elements of planning and implementing this process. This individual will work with Diocesan offices, parishes, ministries and advisory bodies to help this process succeed within the outlined timeframe. They will coordinate between the diocese and parishes, manage the logistics of different sessions, resulting reports required as part of this effort, and ensure the broad marketing and communication of the Diocesan Synod. Additionally, this role will be the primary administrative point person for external constituencies helping drive the Synodal process.

For the full ad and how to apply, [please click here](#).

For any questions, please contact Kelly Shumate, HR Generalist / Recruiter at [jobs@richmonddiocese.org](mailto:jobs@richmonddiocese.org)

### Hiring organization

Diocese of Richmond

### Job Location

Richmond, VA

### Date posted

October 17, 2024

### Valid through

01.02.2025

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