

Diocese of Nashville

<https://dioceseofnashville.com/job/parish-coordinator/>

Parish Coordinator

Description

St. Joseph Parish is seeking a Parish Coordinator to join our dedicated staff and vibrant faith community. This position plays a key role in our day-to-day operations and is often the first point of contact for parishioners and visitors. We are looking for someone who is warm, professional, and deeply committed to serving the mission of the Catholic Church.

Position Overview

As the Parish Coordinator, you'll serve as a welcoming presence in the parish office and a key representative of our church. This role requires strong communication skills, a collaborative spirit, and the ability to interact gracefully with priests, parishioners, visitors, vendors, ministry leaders, and Diocesan staff.

The ideal candidate is mature, courteous, and dependable—someone who can maintain confidentiality, manage multiple tasks, and contribute to a positive and efficient office environment.

Qualifications

- Minimum 2 years of office administration experience, including proficiency with computers and office software.
- Practicing Catholic who is active in the faith and familiar with the teachings and practices of the Church.
- Excellent communication and interpersonal skills; professional, trustworthy, and respectful in all interactions.
- Ability to complete routine and assigned tasks independently and on time.
- Must complete the Diocesan Safe Environment program and a background check.

How to Apply

If you feel called to serve in this important ministry, we invite you to apply. [Click here to start the application process.](#)

Hiring organization

St. Joseph Church

Job Location

Madison, TN

Date posted

April 23, 2025

Valid through

23.08.2025

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