

# Diocese of Nashville

<https://dioceseofnashville.com/job/office-assistant/>

## Office Assistant

### Description

St. Joseph Church is seeking a friendly, organized, and dependable Office Assistant to join our parish office team full-time. This role supports church staff, serves as a welcoming presence for parishioners, and helps coordinate important programs and events.

### Key Responsibilities

- Answer phones and greet parishioners and visitors.
- Provide administrative support to church staff and ministries.
- Manage the parish Stewardship program, including donor records and communications.
- Coordinate funeral arrangements with families, clergy, and funeral homes.
- Assist with general office duties, such as email management, supplies, and bulletins.

### Qualifications

- Previous office or administrative experience preferred.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Ability to multitask, prioritize, and work well with a team.
- Compassionate and professional, especially when assisting grieving families.
- Familiarity with Catholic parish life is a plus.

### Additional Details

- Full-Time, Competitive hourly pay + benefits (health insurance, paid holidays, vacation)
- Occasional evening or weekend work for events/meetings

Join our warm and faith-filled community, where your work will directly support the mission of St. Joseph Church.

To apply, please send your resume, cover letter and 3 references to [shelbylogsdon@stjosephnashville.org](mailto:shelbylogsdon@stjosephnashville.org)

### Hiring organization

St. Joseph Church

### Job Location

Madison, TN

### Date posted

May 15, 2025

### Valid through

23.08.2025

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