

CATHOLIC CHARITIES, DIOCESE OF NASHVILLE

POSITION ANNOUNCEMENT

Administrative Assistant

Catholic Charities has an open position for an Administrative Assistant in the Tennessee Office for Refugees (TOR) department. This is a full-time position located at 2806 McGavock Pike, Nashville, TN 37214. Office hours are Monday through Friday, 8:00 a.m. until 4:30 p.m.

The primary function of this position is providing managing administrative and financial tasks for the department, maintaining administrative, financial, and programmatic files and records, entering data received from partner organizations into TOR's online database, and serving as TOR's contact on building and equipment issues. The Administrative Assistant serves as the department liaison with partner agency staff; facilitates data entry for clients served by the Tennessee Refugee Program; supports contracting, data and programmatic reporting, and department communication; supports department staff as needed; and prepares and maintains administrative, financial, and programmatic documentation as requested. The Administrative Assistant will promote coordination and planning among refugee service providers to ensure the most effective provision of service to refugees in Tennessee.

Education/Experience

- High school diploma or equivalent
- Prior administrative experience
- Strong computer and technology skills
- Experience working in a nonprofit and/or with grant funding preferred

Other Skills or Requirements

- Proficiency in Microsoft Office applications, internet research, and comfort in working with computer systems
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to handle confidential information with extreme professionalism
- Attention to detail and adherence to deadlines
- Ability to plan and organize work
- Ability to follow tasks through to completion
- Effective interpersonal skills
- Strong written and verbal communication skills
- Ability to work well with a team and independently with minimal direction
- Adherence to established policies and procedures and ability to interpret them for others

Competitive salary based on experience and qualifications. Please email resume with cover letter to lsaratora@cctenn.org.

Catholic Charities, Diocese of Nashville is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.

POSTING DATE: April 8, 2022

DATE AVAILABLE: Immediately