

CATHOLIC CHARITIES, DIOCESE OF NASHVILLE

POSITION ANNOUNCEMENT

Communications and Grant Specialist

Catholic Charities has an open position for a Communications and Grant Specialist 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 responsibility for the development and execution of a coordinated statewide communications plan for TOR and its partners, as well as assisting in TOR-funded program monitoring and drafting reports, participating in grant research and writing, and developing and disseminating resources to funded partners. The Communications and Grants Specialist develops content for and maintains TOR's website, social media, e-newsletter communications, and presentation materials; assists with monitoring of funded partners, compiling and disseminating best practices, and providing technical assistance; assists with preparation of reports, grant applications, and program support materials; and assists with planning and executing TOR community and partner events. The Communications and Grant Specialist will promote coordination and planning among refugee service providers to ensure the most effective provision of service to refugees in Tennessee.

Education/Experience

- Bachelor's degree or equivalent
- Strong written and verbal communication skills
- Strong computer and technology skills
- Experience working in a nonprofit and/or with grant funding preferred
- Communications and graphic design experience 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 professionalism
- Attention to detail and adherence to deadlines
- Ability to plan and organize work
- Ability to follow tasks through to completion
- Effective interpersonal skills
- Ability to work 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: August 2022

DATE AVAILABLE: Immediately