



Administrative Assistant, TSN County Expansion Program Job Posting

Catholic Charities has an open position for an Administrative Assistant in the Tennessee Serves Neighbors County Expansion Program. 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. Some flexibility outside of normal hours.

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 TSN online database. They will work closely with the current Administrative Assistant to streamline and automate policies and procedures. The Administrative Assistant will also work closely with the Program Director and Program Coordinator's to accomplish administrative needs throughout the family resource centers.

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 ndingman@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.