

The Roman Catholic Diocese of Nashville

Archivist

The Diocese of Nashville Governance & Services Office seeks qualified candidates for the position of Archivist. This is a regular full-time position reporting to the Chancellor, coordinating records and historical artifacts management for the diocese. The Governance & Services Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville.

Qualifications

- Bachelor's degree in history, library science, or related field.
- Prior experience in archives/records management.
- High level of accuracy and attention to detail.
- Good verbal, written, and interpersonal communication skills.
- Considerable knowledge of standard records management and technical/analytical skills.
- Ability to maintain confidentiality.
- Computer proficiency, specifically Microsoft Office Suite.
- Proficiency with microfilm equipment and all basic office equipment.
- Practicing Roman Catholic preferred.
- Bilingual in English and Spanish a plus.

For consideration, please email cover letter and resume to:

Employment@DioceseOfNashville.com