

Diocese of Nashville

<https://dioceseofnashville.com/job/white-houaw-receptionist/>

Dominican Campus White House Receptionist

Description

We are seeking a warm, dependable individual to support the white house reception. This role serves as the welcoming presence of our Dominican Campus, greeting visitors, answering phones, and assisting with the daily needs of a busy campus environment.

Responsibilities also include light office support such as ordering supplies, maintaining shared spaces (kitchen/common areas), occasional errands, and basic administrative/accounting tasks.

The ideal candidate is hospitable, organized, flexible, and eager to help wherever needed.

This is a non-exempt position and with benefits if applicant is hired full time.

Start: immediately.

To Apply

Please send your cover letter and resume to Maria Doherty at dohertym@dominican-campus.org.

Hiring organization

Dominican Campus

Job Location

Nashville, TN

Date posted

June 25, 2026

Valid through

25.09.2026

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