

Church Street United Methodist Church in downtown Knoxville seeks front office receptionist (position is full-time with benefits). Duties include answering phones and performing selected clerical duties. Qualified applicants will have good communication skills, good computer skills (experienced in Microsoft Word, Excel, Publisher) and the ability to learn specific church software. A full job description is available upon request. Please reply with cover letter, resume and a list of three references to [kwoods@churchstreetumc.org](mailto:kwoods@churchstreetumc.org).