



Memo

Date: January 22, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Office of Finance of the Archdiocese of Atlanta, located in Smyrna, GA, has an immediate opening for a full-time **Accounting Assistant**. Duties include, but are not limited to: reconciling Annual Appeal funding from third party systems on a daily basis; tracking committed Annual Appeal BBMS credit card gifts via Net Community and EFTs; monthly reconciliation of all cash and credit card donations to various funds; preparing monthly benefit billing templates in preparation for the import of information into the accounting system; processing wire transfers and posting confirmed wires into the accounting system. Qualified candidates will have a high school diploma or GED; basic knowledge of accounting (debits, credits, etc.) and strong working knowledge of Microsoft Office Software (Word, Excel and Outlook). Some working knowledge of Raiser's Edge and Serenic Navigator is highly desirable. Candidates should submit a cover letter of interest (must include salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. George Village has an immediate opening for a full-time **Service Technician**. Qualified candidates will have a high school diploma or GED; at least five years of stable work in a related environment and working knowledge of air-conditioning, generators, plumbing, 120 and 220-volt electrical systems and basic trouble shooting. Must have experience in striving to exceed and meeting coworker and customer needs at every level. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. Lawrence Catholic Church in Lawrenceville, GA has an opening for a part-time (25 hours per week) high-energy **Children's Ministry Coordinator**. The vision for our new Children's Church program is that our elementary-aged children will fall in love with Jesus through age appropriate music, lessons and

activities. Because the program will be on Sundays during the 10:00 a.m., 12:00 noon and 3:00 p.m. Masses, candidates must be available on Sundays from 9:00 a.m.-5:00 p.m. throughout the school year. A deep love of Jesus and knowledge of the Catholic liturgy is essential. Skills in leading praise and worship is a plus. Applications are being accepted now to fill this position in the summer. Please send cover letter and resume to: Kelly Schreckenberger, Director of Evangelization, St. Lawrence Catholic Church, 319 Grayson Hwy, Lawrenceville, GA 30046 or email kschreckenberger@saintlaw.org.

Our Lady of Perpetual Help Catholic School, grades pre-K thru 8 in Chattanooga, TN, has begun a search for its next **Principal**. We are committed to providing an education that fosters the realization that each person's relationship with God, self and others is a lifelong process. Recognizing the uniqueness and potential of our students, we aspire to academic excellence through a curriculum that promotes spiritual, intellectual, social and physical growth. The Principal is responsible for the overall leadership and administration of the school and strives to provide opportunities for students to prepare for life in today's Church and society through a strong foundation, progressive curriculum and instructional and spiritual formation in the basic beliefs, values and traditions of the Catholic Church. The successful candidate will be a practicing Catholic in good standing with the Church who supports its teachings and embodies our school's mission and culture through behavior and daily interactions. A master's degree in education or a similar field, a minimum of three years' experience as a school administrator and a minimum of five years' teaching experience is required. Additional requirements include having the ability to handle confidential and sensitive information, being detail oriented with strong people skills and a willingness to ask tough questions. Applicants should send resumes to jmills@dioknox.org.

St. Dominic Catholic School, grades pre-K thru 5 in Kingsport, TN, has begun a search for its next **Principal**. Saint Dominic Catholic School's dedication to faith, each other and the development of children in Christ's image leads all to become lifelong learners committed to the service of humankind. The Principal is responsible for the overall leadership and administration of the school and strives to provide opportunities for students to prepare for life in today's Church and society through a strong foundation, progressive curriculum and instructional and spiritual formation in the basic beliefs, values and traditions of the Catholic Church. The successful candidate will be a practicing Catholic in good standing who supports the teachings of the Church and embodies our school's mission and culture through behavior and daily interactions. A master's degree in education or a similar field, a minimum of three years' experience as a school administrator, and a minimum of five years' teaching experience is required. Additional requirements include having

the ability to handle confidential and sensitive information, being detail oriented with strong people skills and a willingness to ask tough questions. Applicants should send resumes to jmills@dioknox.org.

St. George Catholic Church in Newnan has an immediate opening for a full-time **Administrative Assistant**. This position reports to the Pastor. Responsibilities include preparing the Mass binder and church bulletin; managing all communication outlets, including the parish website; providing support to all staff, parish ministries and organizations and data entry of all registration. This person should have good communication and interpersonal skills and strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. ParishSOFT Family Suite experience is a plus, but not required. Qualified candidates will possess a minimum of two years' office experience and be an active, practicing Catholic with knowledge of the faith. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgenewnan.org.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January 2019. Thank you.