



Memo

Date: February 11, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Lawrence Catholic Church in Lawrenceville, GA is seeking a full-time **High School Youth Minister** who will lead a comprehensive program for our high school teens, consistent with New Evangelization and our parish mission to encounter Christ, grow as disciples and share the Gospel. The Youth Minister will be responsible for recruiting, training and working with a core team of adults in promoting spiritual growth, developing leadership and drawing young people into the life, mission and work of the faith community. This position will also prepare teens to receive the Sacrament of Confirmation. Knowledge of Catholic liturgy is essential; a bachelor's degree in theology is a plus. We are accepting applications now for this position that will begin May 2019. 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.

Catholic Charities Atlanta is seeking a full-time **Attorney** for our Immigration Legal Services program in our Atlanta, GA offices. Primary duties include direct representation of foreign nationals; including, among others, asylum seekers and U visa-eligible crime victims; in both Immigration Court and before USCIS. The Attorney will also provide other services, including legal orientation to detainees at immigration detention facilities throughout Georgia. Must be admitted to the bar of the highest court of any state or territory of the United States, with a preference for membership in the Georgia Bar. Fluency in Spanish and prior experience or coursework in immigration law is required. Candidates must have the ability to work in a fast-paced and collaborative environment. Email a resume and cover letter with "ILS-Staff Attorney" in the subject line to ccaemployment@catholiccharitiesatlanta.org. Qualifying candidates will be selected and contacted for interviews.

Blessed Trinity Catholic High School is seeking a full-time **Administrative Assistant** for the 2019-2020 school year. Candidates must have excellent written and verbal communication skills and strong organizational and interpersonal skills. Qualified candidates will be detail-oriented multitaskers who possess strong time-management and problem-solving skills. Must be proficient in G Suite (Gmail & Google Docs, Sheets and Slides) as well as other office computer platforms. Interested and qualified candidates should mail a cover letter, resume and references to: Ms. Debra Pelitera, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or pdf to resumes@btcatholic.org.

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