



Memo

Date: February 18, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Pius X Catholic High School is seeking qualified **Math, Spanish and French Teachers** for the 2019-2020 school year. Math Teacher candidates with experience in Geometry, Statistics and Analysis are preferred. Spanish and French teachers with AP experience are preferred. Teaching certification is required. St. Pius X is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school with a strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at mfree@spx.org **by March 15, 2019.**

Our Lady of the Assumption Catholic School, a Catholic pre-K through eighth grade school located in Brookhaven, GA, seeks part-time **Aides** for the 2019-2020 school year. Our Lady of the Assumption Catholic School is a drug-free work environment. Please submit cover letter and resume to lcordell@olaschool.org. **No phone calls please.**

Our Lady of the Assumption Catholic School, a Catholic pre-K through eighth grade school located in Brookhaven, GA, seeks full-time **Teachers** for the 2019-2020 school year. Applicants should possess a current teaching certificate. Our Lady of the Assumption Catholic School is a drug-free work environment. Please submit cover letter and resume to lcordell@olaschool.org. **No phone calls please.**

Our Lady of the Assumption Catholic School, a Catholic pre-K through eighth grade school located in Brookhaven, GA, seeks a full-time **Elementary Guidance Counselor** for the 2019-2020 school year. Applicants should possess certification and a minimum of a bachelor's degree in school

counseling. Experience is preferred but not required. Our Lady of the Assumption Catholic School is a drug-free work environment. Please submit cover letter and resume to lcordell@olaschool.org. **No phone calls please.**

Catholic Charities Atlanta, Family Stabilization Program, is seeking candidates for a full-time **Public Benefits Enrollment Specialist**. This position provides client intakes, screenings, case-management and utilizes our database to capture all client data and case notes. This position requires a bachelor's degree or related experience in the field; a minimum of 1-3 years of experience working in a diverse community setting; basic computer knowledge (e.g. Microsoft Word, Excel and Outlook); direct client service experience and fluent in Spanish. Must communicate effectively both orally and in writing. Knowledge of community resources and social service agencies preferred. If interested, please email a resume and cover letter with "Bi-lingual Public Benefits Enrollment Specialist" in the subject line to ccaemployment@catholiccharitiesatlanta.org Qualifying candidates will be selected and contacted for interviews.

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