



Memo

Date: February 24, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

The Church of the Good Shepherd, in Cumming, GA, is seeking an **organist** to accompany their choir for Sunday Morning Masses. Rehearsals are on Wednesdays from 7- 8:30 p.m. The candidate will work directly with the Music director to lead the congregation in liturgically appropriate music throughout the year. Other responsibilities include all Holy Days of obligation, Holy Week, Christmas Eve, Christmas Day, Weddings, funerals (if available), and other activities as requested by the priest. Bachelors in music performance/advanced degrees and exposure to music in the service of worship preferred. Send resumes to Laura Irving at lirvine@gsrcc.net

Immaculate Heart of Mary School, a K through 8 elementary school located off I-85 in Atlanta, welcomes **teacher applications** for the 2020-2021 school year. Teaching certification required. We offer a competitive salary, a full benefits package and a family-like working environment. Please send cover letter and resume to Kellie DesOrmeaux, Principal, 2855 Briarcliff Road, Atlanta, GA 30329 or to kdesormeaux@ihmschool.org.

Blessed Trinity Catholic High School is seeking a full time **Latin teacher** for beginning and pre-intermediate levels for the 2020-2021 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in Latin and certification in Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume and references to: Ms. Cathy Lancaster, Principal, 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

Good Shepherd, in Cumming, GA, is seeking a part-time **communications coordinator**. The communication coordinator will communicate current and accurate information to parishioners, and aid in the marketing of church events via the weekly church bulletin, website, social media and electronic information boards. The right candidate will have excellent written, verbal and interpersonal skills; creative marketing and graphic design skills; proficiency in MS Publisher and MS Word, and ability to collaborate with others as part of a team. Experience in video editing a plus. Bilingual a plus. Send portfolio and resume to lirvine@gsrcc.net

Saint Mary's Catholic School is seeking **part-time teachers** for art, physical education, computer and Spanish classes for pre-K-8 grades for the 2020-2021 school year. Teacher certification required. We offer a competitive salary and a family-like working environment. Interested and qualified candidates should mail a cover letter, resume and references to Saint Mary's Catholic School, 401 East 7th Street, Rome, Georgia 30161, or attach as a Word document, Google doc or pdf to Mrs. Melissa Reder, Principal, at mreder@smsrome.org.

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