



Memo

Date: February 25, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Queen of Angels Regional Catholic School, a K-8 elementary school located in Roswell, GA, welcomes applications for a full-time **Middle School Math Teacher** for the 2019-2020 school year. Teaching certification is required. We offer a competitive salary, full time benefits package and a family-like work environment. Queen of Angels is a drug-free environment in full compliance with federal statutes, for non-discrimination in its employment practices. Please email cover letter and resume to Dr. Jamie Arthur, Principal at jarthur@gaschool.org.

Queen of Angels Regional Catholic School, a K-8 elementary school located in Roswell, GA, welcomes applications for a full-time **STREAM-Enrichment Teacher** for the 2019-2020 school year. Teaching certification is required. We offer a competitive salary, full time benefits package and a family-like work environment. Queen of Angels is a drug-free environment in full compliance with federal statutes, for non-discrimination in its employment practices. Please email cover letter and resume to Dr. Jamie Arthur, Principal at jarthur@gaschool.org.

St. George Village, a premier retirement community in Roswell, is now hiring full-time and part-time **C.N.A. (TOL)** positions. The work shifts are 7:00 a.m.-3:00 p.m. and 3:00 p.m.-11:00 p.m. The ideal candidate will have a professional appearance, caring and compassionate demeanor, as well as be attentive and observant. Responsibilities include assessing and observing the health and safety of residents; assisting with resident care and documentation and provide resources, info and advice to enhance the quality of life. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. George Village is now hiring part-time **Wait Staff**. The shifts are Monday-Saturday, 4:00 p.m.-9:00 p.m. and Sunday, 9:00 a.m.-4:00 p.m. The ideal

candidates will have a minimum of one year serving experience (stable job history preferred) and be able to lift, push and pull up to 50 pounds. Must live up to our core values every day; deliver care with person centered efforts; make good decisions; contribute to team success; be a consistent model for peers; initiate action; have a high level of customer service, quality focus on safety and security, and excellent communication. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a full-time floater **Housekeeper**. The shift options are Monday-Friday, 7:30 a.m.-4:00 p.m. or 8:00 a.m.-4:30 p.m. with rotating weekends. Housekeeping duties include detailed cleaning of resident apartments and common areas; maintaining a clean, safe home like environment; maintain communication and any other assigned duties as needed. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. Peter Claver Catholic School, a Catholic pre-K through eighth grade school located in Decatur, GA, seeks full-time **Teachers** in the early elementary grades for the 2019-2020 school year. Applicants should possess a current teaching certificate. Kindly submit a cover letter and resume to Susanne Greenwood at sgreenwood@spc-school.org.

St. Joseph Catholic School, a K-8 elementary school, is accepting applications for a certified **Middle School Religion Teacher** for the 2019-2020 school year. This position is full-time and offers a competitive salary with benefits. If you are interested in teaching in a faith-based community setting, please send a cover letter and resume to Dr. Patricia Allen, Principal, at pallen@stjosephschool.org. St. Joseph Catholic School is a drug-free workplace.

The Metropolitan Tribunal for the Archdiocese of Atlanta has an immediate opening for a full-time **Bilingual (English/Spanish) Receptionist**. Duties include, but are not limited to warmly greeting visitors, offering assistance, processing mail and being the first point of contact for department telephone calls. Qualified candidates will have a high school diploma or equivalent, one to two years of related work experience, be a detail-oriented professional with excellent verbal and written communication skills, fluent in English and Spanish with an ability to interpret/translate and have intermediate knowledge in Microsoft Office (Word, Excel and Outlook). Cover letter and resume should be directed to Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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