



Memo

Date: March 4, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Thomas More Catholic School in Decatur, Georgia, a Blue Ribbon School of Academic Excellence (2016) is seeking qualified applicants for various **Teachers**. Applicants should possess current teaching certification and a minimum of a bachelor's degree in education. St. Thomas More is a drug-free workplace environment. Qualified candidates should submit a letter of interest and resume to jraymond@stmga.org. **No phone calls please.**

St. Mary Magdalene Catholic Church in Newnan has an open position for a part-time (27.5 hours/week) **Administrative Assistant**. Duties include assisting in daily office needs and general administrative responsibilities. Proficiency in Microsoft Office is preferred. Please email resume to Diane Jones at djones@smmcatholic.org.

Holy Cross Catholic Church in Tucker, GA has an immediate opening for a full-time bilingual **Pastoral Assistant** that reports directly to the Pastor. Responsibilities include, but are not limited to managing all communication outlets, including the parish website and weekly parish bulletin; providing support for parish ministries and organizations; updating ParishSOFT and managing the facilities calendar. Candidates must have a strong working knowledge of the Catholic Church and its teachings, strong people skills, experience in multi-tasking, excellent verbal and written communication skills, be highly organized and proficient in Microsoft Office programs. An associate or bachelor's degree, previous assistant experience and working knowledge of ParishSOFT are preferred. If interested, please submit resume and references to Felicia Tanzosch at fanzosch@holycrossatlanta.org.

The Office of Catholic Schools for the Archdiocese of Atlanta seeks a **Director of Curriculum and Instruction** effective July 1, 2019. The successful

candidate will be a practicing Catholic in full communion with the teachings of the Catholic Church and hold a minimum of a master's degree in curriculum and instruction. Must have a minimum of 5 years of teaching experience; knowledge of current documents on and trends in Catholic education; ability to align resources and materials related to the development of curriculum and the methodology of teaching; skilled in working with a highly qualified and professional principal cohort; excellent written and verbal skills; and the desire to operate collaboratively in a team environment. Interested and qualified candidates are asked to submit a letter of interest, resume and three references to Diane Starkovich, Ph.D., Superintendent of Schools, Archdiocese of Atlanta, 2401 Lake Park Drive SE, Smyrna, GA 30080 or dstarkovich@archatl.com. **The application deadline is March 22, 2019.** The Office of Catholic Schools for the Archdiocese of Atlanta is a drug free work environment.

St. Joseph Catholic School is seeking a part-time **Director of Student Enrollment and Communications** for the 2019-2020 school year. Primary job responsibilities include oversee the admissions process, conduct tours of the school, oversee promotional activities, execute admission events and manage communications for the school. Qualified candidates should possess a positive attitude, be highly motivated, committed to promoting the school and have exceptional communication skills. If you are interested in working 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 offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

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