



Memo

Date: March 16, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Our Lady of the Assumption Church & School, located in Brookhaven, seeks a full-time **facility manager**. The facility manager performs routine and preventative maintenance procedures to ensure the property's buildings, grounds, electrical, plumbing and mechanical system are well maintained and running. Candidates should have a basic working knowledge of the above systems and functions. Typically, a 40-hour workweek, the position requires flexibility for weekend and evening work to fulfill job responsibilities. Qualified candidates should be reliable, well organized, self-motivated, have at least three years' experience in a specific maintenance field and manage the facility employees. The facility manager must work well with subcontractors, review maintenance contracts, proposals and recommend upgrades or replacement of systems. Must have the ability to be on call (weekends and evenings), possess a valid driver's license and have reliable transportation. Successful candidates must pass a background verification as required by the archdiocese. Position includes a comprehensive benefit package, salary commensurate with experience. Interested candidates should submit a cover letter with salary requirements and detail resume to Benny Strozier, bstrozier@olachurch.org.

Blessed Trinity Catholic High School is seeking a full-time **social studies teacher** for the 2020-2021 school year. Candidates must have prior high school teaching experience. Bachelor's degree in history or social studies education and certification in Georgia required. Teaching experience in United States history and world history preferred. A requirement of the job is to contribute to the school community in other ways, including coaching sports (preferably football), sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and references to: Ms. Nan Barrett, 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.

Our Lady of Mercy Catholic High School is seeking a **drama/dance teacher** for the 2020-21 school year. This position is also responsible for producing and directing two theatrical productions each school year. Candidates should have prior high school teaching experience and a bachelor's degree. Certification in the State of Georgia is 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. Our Lady of Mercy offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter, resume and a statement of educational philosophy to: Mr. Bill Dooley, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach as a Microsoft Word document or PDF and send to bdooley@mercycatholic.org.

Cristo Rey Atlanta Jesuit High School is currently seeking qualified **teaching applicants** for the 2020-2021 school year. Teaching positions currently available are English test preparation instructor, Math test preparation instructor, PE/health instructor, science instructor, physics and science instructor, chemistry instructor. CRAJ is also seeking qualified applicants for the open position of director of athletics and student activities. Please see the detailed faculty and staff profiles on our website: www.cristoreyatlanta.org. If interested, please email cover letter and resume to HR@cristoreyatlanta.org.

St. Andrew Catholic Church has an immediate opening for a part-time (22-25 hours-per-week) **business and HR manager**. The business and HR manager is responsible for several positions, including accounting, reception and payroll processes. He/She will also oversee facilities operations. Oversight of all accounting and payroll processes, posting and recons, monthly and annual reporting are required. Please send resume and letter of interest to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Joseph Catholic Parish School in Athens, Georgia, is seeking a full-time **first grade lead teacher** for the 2020-2021 school year. SJS is a family-oriented community and a wonderful place to work! Applicants must hold current certification. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, to theresa.napoli@sjsathens.org.

St. Joseph Catholic Parish School in Athens, Georgia, is seeking a part-time **art teacher** for the 2020-2021 school year to teach our Pre-K through 8th grade students. SJS is a small, family-oriented community and a wonderful place to work! Applicants must hold current certification. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, to theresa.napoli@sjsathens.org.

St. Joseph Catholic Parish School in Athens, Georgia, is seeking a part-time **library teacher** for the 2020-2021 school year to teach our Pre-K through 5th grade students and work collaboratively with our middle school literature teacher to instruct grades 6-8. SJS is a small, family-oriented community and a wonderful place to work! Applicants must hold current certification. St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, to theresa.napoli@sjsathens.org.

St. Joseph Catholic Parish School in Athens, Georgia, is seeking a part-time **Extended Day Program (EDP) director** for the 2020-2021 school year. EDP runs until 6 p.m. SJS is a small, family-oriented community and a wonderful place to work! St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, to theresa.napoli@sjsathens.org.

St. Joseph Catholic Parish School in Athens, Georgia, is seeking **substitute teachers** for the 2020-2021 school year. SJS serves students in grades Pre-K through 8th. We are a small, family-oriented community and a wonderful place to work! St. Joseph offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send resume, references and letter of interest to Theresa Napoli, principal, to theresa.napoli@sjsathens.org.

St. Pius X Catholic High School is seeking a part-time **assistant for the Instructional Technology and Library Media Services (IT-LMS)** department beginning August 2020. The assistant assumes responsibilities designated by the department chair to facilitate smooth library/media center operations and services while enabling the instructional technology and media specialists to prioritize professional activities. This position is trained in all aspects of library procedures and therefore able to supervise the library during the media specialists' absence. The hours are five days, (25.5 hours) a week, between 7:30 a.m. and 12:30 p.m. Interested candidates must be comfortable working with computers, printers (including large format), laminators, cameras and other classroom and circulating technology tools. Qualifications include, willingness and ability to learn new skills and technology; excellent communication skills, both verbal and written; experience with office suite platforms (Google and Microsoft); ability to stay focused while multitasking in a busy, sometimes noisy work environment. Interested individuals should enjoy working with people, particularly teenagers; be highly organized, motivated and self-starter. Experience with library circulation software is a plus. Please send resumes with a cover letter to Marsha Free at mfree@spx.org. **No phone calls, please.**

St. Pius X Catholic Church in Conyers has an immediate opening for a full-time **director of music/organist**. This position is responsible for the following, but not limited to, selecting, reviewing, playing and directing music at two weekend Masses and events; supervising and coordinating the musicians for all Masses, including working with Spanish choirs to coordinate bilingual liturgies; managing, rehearsing and conducting the adult choir, the Men's

Schola and the children's choir. This position is also responsible for planning and implementing, with the Liturgy Committee and pastoral staff, liturgical worship according to the norms of the rites and the Church. The ideal candidate will possess a bachelor's degree in music; be proficient in accompanying choir and/or congregation on organ and piano; have knowledge of Roman Catholic liturgy documents/music resources, including current hymnals and a familiarity with the Lectionary and the Sacramentary. Interested candidates must submit a letter of interest and resume to rsalvador@spxconyers.com.

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