



# Memo

**Date:** April 9, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Holy Redeemer Catholic School** in Johns Creek, GA seeks a part time **Cafeteria Employee**. Duties include food preparation, serving and kitchen cleaning. This position reports to the Principal and Cafeteria Manager. Position is hourly during months when school is in session. Interested candidates should submit cover letter and resume to [lschell@hrcatholicsschool.org](mailto:lschell@hrcatholicsschool.org).

**St. Pius X Catholic High School** is currently seeking an organized, energetic independent-worker as the part time **Admissions Director Assistant**. Qualifications include computer proficiency in Microsoft Office applications (Word, Excel and PowerPoint), excellent communication (both written and verbal) skills, strong interpersonal skills, ability to multi-task, ability to maintain confidentiality and represent St. Pius X in a professional manner. Candidates who possess experience in either a Catholic school or private school administrative assistant role or setting are preferred. Interested candidates may submit their resume to Mrs. Marsha Free, Executive Assistant to the Principal, at [mfree@spx.org](mailto:mfree@spx.org) no later than Friday, April 13, 2018. **No phone calls please.**

**Immaculate Heart of Mary Catholic School**, conveniently located near I-85 in northeast Atlanta, is seeking a full time **Music Teacher** starting in the 2018-2019 school year. This position instructs all students in grades K-8, heads the music ministry during weekly school Masses and oversees the school choir. A degree in music and/or education is required. Interested candidates should send a resume to Kellie DesOrmeaux, Principal, 2855 Briarcliff Road NE, Atlanta, GA 30329 or email [kdesormeaux@ihmschool.org](mailto:kdesormeaux@ihmschool.org).

**St. Thomas the Apostle Catholic Church** in Smyrna seeks a full time **Youth Minister**. This suburban multicultural, multi-lingual Atlanta parish of 4,500 families has a well-established Life Teen Program. Responsibilities include overseeing Sunday Life Nights, the Confirmation program, service projects, outreach to teens and adults as potential core members, retreats, fundraising

for Life Teen sponsored events and assisting with monthly spiritual/social activities with EDGE middle school group. Qualified candidates will be Roman Catholic in good standing with a spirituality that reflects the ecclesiology of the Vatican II Council in accordance with the teachings of the Catholic Church; understand and value the practice of the Catholic faith and its moral teachings; collaborate well with the community and parish staff; and a self-starter who takes initiative to build up the youth ministry. Must be bilingual (English and Spanish) and have youth ministry experience. A bachelor's degree in religious education or theology is a plus. Salary will be commensurate with qualifications. Please send resume to: Sue Senecal, 4300 King Springs Road, Smyrna, GA 30082 or email [ssenecal@stthomastheapostle.org](mailto:ssenecal@stthomastheapostle.org).

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of April 2018. Thank you.