

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: April 29, 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, GA, a K-8 Blue Ribbon School of Excellence, is seeking a **Business Manager**. Applicants should have a bachelor's degree in finance or a related field with demonstrated financial experiences in a school or business setting. St. Thomas More Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should submit a cover letter (including salary requirements) and resume to Jerry Raymond, Principal, jraymond@stmga.org. **No phone calls, please.**

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of North Atlanta, GA is seeking a **Middle School Language Arts Teacher** for the 2019-2020 school year. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Applicants may obtain the professional educator application via website at www.christking.org. Please email application, cover letter and resume to Mimi Bryan at mbryan@christking.org.

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