



Memo

Date: May 4, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Holy Spirit is continuing the process of transforming our youth ministry at the parish. As part of that process, we will be hiring a part-time (10-15 hours a week) **middle school youth minister** to lead the spiritual formation of our middle school youth as well as prepare them for Confirmation. So if you have passion for sharing and teaching our faith to young people, please reach out to Sara Gillingham at sgillingham@hscatl.com with your resume and cover letter.

Blessed Trinity Catholic High School is seeking a **Spanish teacher** for the 2020-21 school year. Candidates must have prior high school teaching experience. A bachelor's degree in Spanish and certification in Georgia preferred. 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. 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.

St. Pius X Catholic Church has an immediate opening for a part-time (25 hour per week) **parish administrative assistant**. This position serves as a liaison between the parish office and the parishioners. The parish administrative assistant organizes office volunteers to ensure effectiveness of the parish office in record keeping and data entry; establishes office record-keeping systems and maintains files; prepares and produces weekly parish bulletin; schedules appointments for the pastor. Qualified candidates will possess the following: High school diploma or GED; two to three years of related work experience, preferably in a church setting; excellent computer skills with a strong working knowledge of Microsoft Office and various social media platforms; must be detailed oriented and possess strong organizational and customer service skills; must have strong knowledge of the Catholic

Church with a willingness to function in a manner consistent with its mission. Interested candidates must submit a letter of interest and resume to Rita Salvador at rsalvador@spxconyers.com.

St. Pius X Catholic High School is seeking qualified **teachers** for the 2020-2021 school year in the fields of government and economics and in theology. Coaching experience, preferably lacrosse, is a plus. Teaching Certification is required. St. Pius X is a drug free work place and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school and strong community-oriented environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at e-mail address mfree@spx.org.

St. Luke the Evangelist Catholic Church, located in Dahlonega, a mountain-town parish with more than 450 families serving the students at the University of North Georgia, is seeking a full-time **director of college and youth (middle & high school) ministries**. We are looking for someone who is self-motivated and driven. Interested candidates should communicate well, delegate effectively, serve ministry leadership teams and work well with college students and teens. This position collaborates with the pastor and the director of religious education to produce and implement ministry plans to lead college students and teens closer to Christ. Additional responsibilities include, but are not limited to, facilitating retreats; creating and managing calendars; working alongside the parish staff; organizing college nights and Life Nights; directing the college core team and the adult volunteers on the teen Core Team; and producing a program that engages college students and teens. This position requires flexibility, willingness to carry out whatever is reasonably needed in running a small parish. Evenings and occasional weekends work availability required. Qualified applicants will be practicing Catholics and committed to the teachings of the Catholic Church. Candidates may submit cover letter and resume to mdalrymple@stlukercc.org.

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