



Memo

Date: May 6, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Catholic Church of St. Ann in Marietta is looking for a full time **Controller** for the finance department. The Controller reports to the Parish Administrator and is responsible for the financial aspects of a large parish. Bachelor's degree in accounting with 3-5 years of accounting supervision is required. CPA preferred. Job description will be posted as of 5/6 on the St. Ann website www.st-ann.org. Please send resume to lfield@st-ann.org. Job applications will be accepted through May 17th.

St. Peter Claver Regional Catholic School, a Pre-K-8 elementary school located in Decatur, GA, is seeking for a full-time professional **School Counselor** for the 2019-2020 school year. Applicants should possess Georgia certification and familiarity with the school counseling models. The school counselor will teach classroom guidance in grades PK-8, so teaching experience is a plus. The school counselor will also provide support for students as needed. Familiarity with Federal Programs of Title I, II, III, and IV is desired, but not required. St. Peter Claver is a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume via email to sgreenwood@spc-school.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.