



Memo

Date: May 11, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Blessed Trinity Catholic High School is seeking a full-time **English teacher** for the 2020-2021 school year. Candidates must have prior high school teaching experience. Bachelor's degree in English or English education and certification in the State of Georgia 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. Blessed Trinity is approved as a drug-free workplace environment. 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 Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

St. Stephen the Martyr in Lilburn, is seeking a part-time (10 hours per week) **EDGE youth minister** for middle school youth. The youth minister must be a self-starter, have competent communication and teamwork skills, be a practicing Roman Catholic and willing to reflect the Christian attitude of the Church. Wednesday evenings & more. Qualified applicants may submit a cover letter and resume to Business Manager, St. Stephen the Martyr Catholic Church, 5373 Wydella Rd SW; Lilburn, GA 30047; or busmgr@sstmcc.org. **No phone calls, please.**

St. John the Evangelist School, a three-time National Blue Ribbon School of Excellence, seeks a full time **technologist** for the 20-21 school year. Job responsibilities include providing IT support and guidance for the use of technology in the school, collaborating with colleagues, delivering technology lessons to students in PK-8th Grade and managing the school's 1:1 ChromeBook program. Qualified candidates possess an understanding of how the hardware, software, policies and procedures fit together in the school's

technology implementation to help teachers, staff, administrators and students use technology more effectively. Candidates interested in working in a Christ-centered and family-like environment may submit a resume and cover letter to jobs@sjecs.net.

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