



Memo

Date: May 13, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Mission of Christ the King is looking for a part-time **Bilingual Youth Ministry Coordinator**. The ideal candidate should build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, discipleship, mission, and outreach) while serving as a spiritual leader and role model. Please email resumes to aalmario@ctking.com.

La Misión de Cristo Rey está buscando un **Coordinador de Pastoral Juvenil Bilingüe** de medio tiempo. El candidato ideal debe construir jóvenes discípulos en Cristo mediante el desarrollo y la implementación de un enfoque integral de la Pastoral Juvenil (en el campo de la formación de grupo, el discipulado, la misión y el trabajo de divulgación) y al mismo tiempo, necesita ser un líder espiritual y un modelo a seguir. Los interesados deben mandar su currículo a aalmario@ctking.com.

St. Matthew Catholic Church located in Winder, Georgia has an immediate opening for a part-time **Music Director** responsible for music service during the Sunday 10:30 Mass and other youth Masses as scheduled throughout the Religious Education school year. This includes, but is not limited to, First Communion, Confirmation and other designated events. Responsibilities include weeknight rehearsals with children, middle school and high school choirs. Candidate must be a practicing Catholic with knowledge of Catholic liturgy and possess a degree in music with minimum of two years of experience in singing and leading music ensemble. Being bilingual is a plus. Please send resume with cover letter to the Business Manager at busmgr@saintmatthewcc.org.

Blessed Trinity Catholic High School is seeking a **Spanish Teacher** for the 2018-19 school year. Candidates must have prior high school teaching

experience. A bachelor's degree in Spanish and certification in Georgia is 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 Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates should mail a cover letter, resume, and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word Doc, Google Doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking to fill a full-time **Engineering and/or Computer Science** position within the Business and Technology Education Department. We are looking for candidates who have prior experience in teaching engineering and/or computer science courses. Industry experience or a degree in one of these fields is also sufficient to meet this requirement. The successful candidate will teach introductory level engineering and computer science courses as well as AP Computer Science Principles. Candidates will be expected to help coach the school's competition robotics team in the spring. Any experience with robotics is desired, but not a requirement for this position. Blessed Trinity Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates should mail a cover letter, resume, and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word Doc, Google Doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a **Drama Teacher/Director**. Candidates should have experience in directing plays and musicals as well as teaching acting classes, and will be expected to teach other general fine arts courses. A bachelor's degree in drama or a related field and certification in Georgia is required. A requirement of the job is to maintain the after-school drama program, which currently produces four shows each year. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word Doc, Google Doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School is seeking a **Theology Teacher** for the 2019-2020 school year. Candidates should have experience in teaching high school. A bachelor's or master's degree in Theology, Catechetical, or a related degree is required. Preference is given to those with a master's degree. Teaching Theology involves both communicating the Catholic faith in a vibrant way and providing an authentic witness as a disciple of Jesus Christ. Involvement in other ministries, which have helped to shape the spiritual life of young people, is a plus. An expectation 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 Catholic High School offers a drug-

free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested and qualified candidates should mail a cover letter, resume, and references to Ms. Cathy Lancaster, Principal, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word Doc, Google Doc or PDF to resumes@btcatholic.org.

St. Catherine of Siena Catholic Church in Kennesaw seeks a full-time **Youth Minister**. This position is responsible for overseeing the high school teen program as well as the Confirmation program. Please send resume and cover letter to Joan Hennes at joanh@stcatherinercc.org.

Emory Saint Joseph's Hospital is looking for the right person to fill the position of **Vice President of Mission Integration**. This position serves as an integral part of Emory Saint Joseph's executive team by promoting, integrating and supporting the mission, vision and values of Emory Saint Joseph's Hospital and the legacy of the Sisters of Mercy. Key areas of responsibility include collaborating with all areas of operations in order to identify and address theological, ethical and moral issues imbedded in the care of our patients, physicians and staff. The Vice President of Mission Integration serves as a resource, providing education and raising values-based questions and concerns pertinent to organizational decision-making and strategic direction setting. This position also serves as liaison between the organization and the Catholic sponsors, local Church, religious and civic communities and oversees compliance with the Ethical and Religious Directives (ERDs) within the Joint Operating Company. Applicants will be responsible for educating leaders, physicians, board members and employees. Please submit your application on the Emory Healthcare job site using Job Requisition Number 36261 or at <https://non-clinical-emory.icims.com/jobs/36261/vp%2c-mission-integration/job>.

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