



Memo

Date: May 28, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Our Lady of the Assumption Preschool in Brookhaven is hiring qualified **Teachers** for part-time positions for the 2019-2020 school year. Applicants should have teaching experience or experience working with children. Interested candidates should contact Debbie Kehoe at dkehoe@olachurch.org.

Blessed Trinity Catholic High School is seeking to fill a part-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 be asked to 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. Questions regarding course content and the robotics team can be directed to the department head, Dr. Brent Hollers at bhollers@btcatholic.org. 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 document, Google document or PDF to resumes@btcatholic.org.

Holy Family Catholic Church in Marietta, GA is seeking a part-time **Accountant**, who will be responsible for all parish accounting including payroll, accounts payable, general ledger, and financial statements. A bachelor's degree in accounting with 3-5 years of experience is required; parish accounting experience is preferred. Interested candidates should send cover letter and resume to Kathleen Daigle at kdaigle@holyfamilycc.org.

The Finance Department of the Archdiocese of Atlanta, located in Smyrna, Georgia, has an immediate opening for a full-time **Accountant for Shared Accounting Services (SAS)**. The Accountant position is responsible for performing accounting functions for parishes, schools and other offices or ministries of the archdiocese for whom the Archdiocese Finance Office has assumed administrative support of the financial record keeping, which include but are not limited to: bill payment services; coordinating check processing; importing payroll; reconciling monthly bank statements; issuing 1099 forms; monthly closings; generating financial reports; coordinating and developing budgets. Qualified candidates will possess the following: college degree in accounting or related area preferred; 2 to 3 years of accounting experience; knowledgeable in all areas of basic accounting; experience working with automated accounting, spreadsheet, database and word processing software; mastery of a second language (Spanish) is desirable but not required; ability to travel to support locations whenever necessary; must possess a valid driver's license and reliable transportation. Candidates should submit a cover letter of interest (please include salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

The Catholic Church of Transfiguration is seeking a part time **Director of Adult Faith Formation** to collaborate with a part time Adult Ed Coordinator. Position effective August 1, 2019. Successful candidate will be a practicing Catholic with knowledge of current trends in Catholic Adult Faith Formation. A degree and experience in education and/or pastoral theology is desired. Please send cover letter and resume to Joyce, jguris@transfiguration.com.

Immaculate Heart of Mary School, conveniently located near I-85 in northeast Atlanta, is seeking an **Art Teacher** for the 2019-2020 school year. This position instructs all students in grades K-8. Interested candidates should send resume to Kellie DesOrmeaux, Principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email kdesormeaux@ihmschool.org.

Good Shepherd Catholic Church, in Cumming, GA is seeking an **Organ and Piano Accompanist**. Must be available for rehearsals one night per week, and Sundays from 8:00 a.m. to 12:30 p.m. May include additional opportunities for weddings and funerals. Send resume to lirvine@gsrcc.net.

Christ Our King & Savior has an immediate opening for a part-time (25 hrs. per week) **Director of Faith Formation**. This position reports directly to the Parish Administrator. Qualified candidates will work in collaboration with the pastor/administrator to develop and maintain catechetical programs for children K-5; evaluate and select catechetical resources; and recruit and support catechists. The right candidate will be a fully initiated Roman Catholic and an active member of a Catholic parish, who demonstrates knowledge of the Catholic faith (which may include undergraduate or graduate work in theology or religious studies). Experience working with children required. Interested

candidates should send their resume to John Steadman, business manager at cokas.business@gmail.com.

St. John Neumann Regional Catholic School in Lilburn, GA is growing and adding new positions. We are accepting applications for a full-time **Middle School Science Teaching** position for the 2019-2020 school year. St. John Neumann serves students in grades Pre- K-8. Applicants should possess teaching certification with a science emphasis and a minimum of a bachelor's degree in education. Experience preferred but not required. We are a dynamic, faith-based school that offers a drug-free environment, and is in full compliance with federal statutes for non-discrimination in its employment practices. Interested candidates should send cover letter and resumes via email to jbroom@sjnracs.org.

Holy Family Preschool is seeking a **Lead Teacher**, who would guide planning and activities for three-year-old children three days per week. We are also looking for **Substitute Teachers**. Qualified candidates should have previous experience in preschool, teaching or working with children, and a love for working with the young, especially in a Catholic environment. These part-time positions report to the director. Interested and qualified candidates should contact Kate Viets at kviets@holymfamilycc.org.

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