



Memo

Date: June 1, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Mary Magdalene Catholic Preschool in Newnan is seeking a **pre-kindergarten lead teacher** for four year olds. A minimum of a bachelor's degree in education, experience teaching and respect for the tenets of the Roman Catholic faith are a must. Applicants Candidates must be comfortable with prolonged sitting or standing, and be able to lift 40 pounds, squat to a child's height and maintain eye contact at that level. Qualified professionals should send cover letter and resume to gdegennaro@smmcatholic.org.

Blessed Trinity Catholic High School seeks a part-time **school nurse** for the 2020-2021 school year. A bachelor's degree and RN license including 3 years of previous experience required. Qualified candidate will be proficient in management of acute and chronic illnesses including but not limited to, diabetes and asthma. The ideal candidate will be proficient in adolescent injuries, emergency management and CPR instructor certified. Interested applicants should email a cover letter, resume and references to Ms. Nan Barrett, Blessed Trinity Catholic High School, attach as a Word document, Google doc or PDF to nbarrett@btcatholic.org.

St. James the Apostle Catholic Church, located in McDonough, has an immediate opening for a part-time **receptionist/administrative assistant** (28 hrs. a week) to provide an efficient and professional reception for the parish office. The successful candidate must be able to greet visitors, forward calls appropriately and maintain professionalism at all times. Additional requirements including: prior experience operating a multi-line phone system; competent use of office computer software including Microsoft Word, Excel and Outlook; willingness to learn parish computer programs and software. Previous experience in a church setting and knowledge of the Catholic Faith is highly

desirable. Please send cover letter and resume to bstonecipher@stjamesapostle.com. **No phone calls please.**

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of Atlanta, seeks a part-time **guidance counselor** for the 2020-2021 school year. Applicants should possess certification and a master's degree in counseling. Professional Educator applications may be obtained at www.christking.org. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Application and resume may be emailed to mbryan@christking.org.

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of North Atlanta, is accepting applications for part-time **teacher assistants** for the 2020-2021 school year. Hours are 7:30 a.m.-1:30 p.m. daily. Applicants should enjoy working with children. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Non-teaching applications may be obtained via website at www.christking.org. Please email Mimi Bryan at mbryan@christking.org.

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of North Atlanta, is accepting applications for part-time **after school staff** for the 2020-2021 school year. Applicants should enjoy working with children. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Non-teaching applications may be obtained via website at www.christking.org. Please email Mimi Bryan at mbryan@christking.org.

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of North Atlanta, is accepting applications for a full-time and part-time **resource teacher** for the 2020-2021 school year. Applicants should possess a degree in education and have teaching experience. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Teaching applications may be obtained via website at www.christking.org. Please email Mimi Bryan at mbryan@christking.org.

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