

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: July 06, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. John Neumann Regional Catholic School is seeking an energetic, forward thinking full-time **third grade teacher** for the 2020-2021 school year. Previous teaching experience preferred. Bachelor's degree in Education and certification in the State of Georgia are required. St. John Neumann is approved as a drug-free workplace environment. Interested and qualified candidates should email a cover letter, resume and references to Dr. Julie Broom, jbroom@sjnracs.org

St. Pius X Catholic High School, a Catholic college-preparatory school, is in need of a **long-term substitute English teacher** beginning August 1, 2020, for English I Honors and American Literature. Qualified candidates must have a Master's Degree or a Bachelor of Arts Degree in English. Previous teaching experience with a demonstrated ability to use technology, data and best practices to enhance student learning and cultivate 21st-century skills is preferred. Candidates should effectively communicate with students and parents, successfully manage a classroom, and have a passion for Catholic education. Please apply via email with a cover letter, a detailed resume, to Mrs. Marsha Free, Executive Assistant to the principal at mfree@spx.org **No phone calls, please.**

The Georgia Tech Catholic Center is seeking an outgoing, self-motivated, and forward-thinking individual to fill the position of **development coordinator**. The position will begin as part-time with the possibility of becoming full-time once the strategy has proven to be effective. This person will be responsible for the creation, implementation, and execution of a development strategy to achieve the fundraising goals of the Catholic Center. The ability to prospect and manage key relationships and solicit significant gifts is essential. Previous experience with fundraising and development is preferred, however, someone who has a strong knowledge of this community, is creative, and takes initiative

would be considered as well. Resumes should be sent to
cmartineck@gtcatholic.org **No phone calls please.**

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