



# Memo

**Date:** July 8, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Holy Family Church** in Marietta has an immediate need for a part-time **Communications Specialist** with experience in Microsoft Publisher, e-mail marketing, web site maintenance, and social media management. Must be a team player with excellent customer service skills. Prefer 3-5 years of experience and bilingual in English and Spanish. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holyfamillycc.org](mailto:kdaigle@holyfamillycc.org).

**Holy Family Church** in Marietta has an immediate need for a part-time **Administrative Assistant** with experience in Microsoft Office, online forms creation, online calendar maintenance, and overall office functions. Must be a team player with excellent customer service skills. Prefer 3-5 years of experience and bilingual in English and Spanish. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holyfamillycc.org](mailto:kdaigle@holyfamillycc.org).

**Holy Family Church** in Marietta has an immediate need for a part time **Records Management Coordinator** with experience in Microsoft Office, data base management, sacramental records recording and overall office functions. Must be a team player with excellent customer service skills. Prefer 3-5 years of experience and bilingual in English and Spanish. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holyfamillycc.org](mailto:kdaigle@holyfamillycc.org).

**The Catholic Foundation of North Georgia** has an immediate opening for a **Database Manager** to manage all aspects of gift processing, acknowledgements, administration of the databases, event registrations, queries, and reports. As the only donor database position at the Foundation, the applicant must be able and willing to handle a variety of duties from the day-to-day detailed gift entry to the more complex management and analysis of the data. This position also records all gifts made to the Catholic Foundation and our funds; provides timely reports; implements policies and procedures to

ensure the integrity and security of data in all databases; works with other staff on RE, FE, and GE for smooth integration of data and donor recognition activities; and provides prospect research, event support, and #iGiveCatholic support. Expertise with Raisers Edge preferred, nonprofit donor database or CRM experience required. Bachelor's degree and 3 years exp. required. Must be proficient in creating queries, analyzing data, and producing reports. Candidate should be willing to work at a growing foundation with complex and changing demands; must be a team player, able to work well with small staff and all stakeholders in a positive constructive manner; and must maintain high level of confidentiality and customer service orientation. Please send cover letter and resume to [catholicfoundation@cfnga.org](mailto:catholicfoundation@cfnga.org).

**The Catholic Foundation of North Georgia** has an opening for a part-time, as-needed, **Executive Assistant**. Do you have administrative skills you want to use, but only part-time and maybe not even consistently every week? Maybe you are a retired executive assistant or a mom who still wishes to use her skills in an office setting? Would you like to do work that helps our community? The Catholic Foundation needs someone who is skilled in taking Minutes to attend the board and committee meetings. We also need help with scheduling, meeting planning, letter writing, file management, and the grants program. Must have excellent writing ability and grammar, Word, Excel, and Outlook skills. Must have proven administrative skills and experience. If you are interested, please email your cover letter and resume to [catholicfoundation@cfnga.org](mailto:catholicfoundation@cfnga.org).

**St. John the Evangelist Catholic School** seeks a part time **School Nurse** for the 2019-2020 school year. Current nurse licensure is required. St. John School is a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Qualified applicants, who love working with children and seek a faith-filled work environment, may submit a resume to [jobs@sjecs.net](mailto:jobs@sjecs.net).

**St. John the Evangelist Catholic School** seeks a part time **Instructional Classroom Aide** for the 2019-2020 school year. Job responsibilities include facilitating small groups, preparing materials, and supporting teachers and students in the classroom. St. John School is a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Qualified applicants, who love working with children and seek a faith-filled work environment, may submit a resume to [jobs@sjecs.net](mailto:jobs@sjecs.net).

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