



Memo

Date: July 13, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

Good Shepherd Catholic Church in Cumming, is seeking a **faith formation registrar**. Candidate must be proficient with Microsoft Word and Excel. Must be an organized record-keeper, self-motivated and customer service oriented. The faith formation registrar collects all program registrations, assigns students to classes, ensures all proper records are obtained and provides administrative assistance to the Faith Formation department. Part-time, 20 to 28 hours per week. Please send resume to jobs@gsrcc.net.

Our Lady of Mercy Catholic High School is seeking a **visual arts teacher** for the 2020-21 school year. Candidates should have a bachelor's degree. OLM offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter and resume to Ms. JoAnn McPherson, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach a PDF and send to jam@mercycatholic.org.

St. Pius X Catholic High School is seeking to build its pool of qualified **substitute teachers** and **substitute cafeteria monitors** for the 2020-2021 school year. If you are interested in substitute teaching or working part-time in a college preparatory high school with a strong community-oriented environment and a drug-free workplace, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at mfree@spx.org. **No phone calls please.**

St. John the Evangelist Catholic School seeks PK-8th grade **substitute teacher** candidates for the 2020-2021 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a letter of interest and resume to jobs@sjecs.net.

St. John the Evangelist Catholic School seeks a part-time **resource teacher/school counselor** for the 2020-2021 school year. Qualified candidates possess certification, excellent communication and organizational skills, and a commitment to Catholic education. Interested applicants who love working with children and seek to join a team of faith-filled educators may submit a letter of interest and resume to jobs@sjecs.net.

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