



Memo

Date: July 15, 2019

To: Pastors/Administrators and Department Heads

CC: Parish Secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position Vacancies

St. Vincent de Paul Church has an opening for a part-time **Custodian** (15 hours a week). Applicant must be a motivated individual, have a high school diploma or equivalent, and be able to perform duties which require physical activity. Previous custodial/cleaning experience preferred. Maintaining our Church and religious education facilities in a neat, clean and safe condition is a priority. Responsibilities will include but are not limited to cleaning and sanitizing, stocking paper products and supplies, and emptying trash containers. The availability to work extra hours for holidays and on special occasions is necessary. Please send resumes to Debbie Chisholm at dchisholm@svdpatl.com.

Holy Cross Catholic Church in Tucker, GA is seeking a part-time **Youth Minister** with responsibilities for overseeing our High School Teen Program as well as our Confirmation Program, Youth Retreats and Community Service Projects. This person should be a self-starter who will take initiative to build up ministry among our youth. This position works in collaboration with the Director of Religious Education to develop and integrate faith formation and youth ministry initiatives to serve our high school teens. Salary is commensurate with experience. Knowledge of Spanish could be an advantage. Please send resume and cover letter to Felicia Tanzosch, Office Manager, ftanzosch@holycrossatlanta.org.

The Archdiocese of Atlanta seeks a public information officer reporting to the Chief Operating Officer. The **Director of Communications** will serve as the Archdiocese's senior executive responsible for all aspects of internal and external communications. The person will be the primary communications counsel to the Archbishop as well as the Archbishop's senior staff. **MAJOR RESPONSIBILITIES:** A full range of public relations duties. Strategic message development on all key issues. All aspects of media relations including

representing the Archdiocese to the media and preparing other archdiocesan representatives for media interviews and public presentations. Issues management. Proactively and regularly communicating to the public, the congregation, and lay and religious staff the values and accomplishments of the Archdiocese's many ongoing community outreach initiatives. Training capable public spokespersons for the Archdiocese. Speechwriting and other strategic writing. Must be a proficient public speaker. Ability to conceive, construct and deliver comprehensive and effective communications initiatives to address any variety of issues. Assessing the strengths and vulnerabilities of the Archdiocese's position on a variety of key issues and initiatives. Successfully advocate the Archdiocese's position on issues/situations. Maintaining and strengthening the public reputation of the Archdiocese and personnel through clear and credible communications planning. Provide communications support in other areas, such as social media and web development. Regularly communicate the Archdiocese's key communications initiatives to the editorial staff of the Atlanta Journal Constitution, broadcasters, and local media. Supervision of the work of the Editor of the Georgia Bulletin. **KNOWLEDGE AND EXPERIENCE REQUIREMENTS:** Undergraduate degree in journalism, communications, or related disciplines preferred. At least 5 years of related employment experience as an organizational communicator. Experience in providing senior level communications advice to management team. Excellent writing and public speaking skills. Proven leadership skills. Experience in communications with a Catholic Church related organization is preferred but not required. Must have an excellent working knowledge of the teachings of the Catholic Church. Must be fully supportive of the Magisterium of the Catholic Church and be a practicing Catholic in good standing with the Catholic Church. Must have a professional personal appearance. **TO APPLY:** Send resume, references and salary requirements to David Spotanski, Chief Operating Officer, Catholic Archdiocese of Atlanta, 2401 Lake Park Dr., SE, Smyrna, GA 30080 or, via E-mail to: dspotanski@archatl.com.

The Catholic Center at the University of Georgia in Athens has an immediate opening for a full-time **Music Director**. We are seeking a dynamic candidate who will be responsible for coordinating sacred music at the weekend Masses, Holy Days, Sacramental celebrations and other events, and performing all duties related to the music program. The candidate must have a bachelor's degree in music, liturgy, or related study and 1-5 years of demonstrated successful experience in liturgical music ministry. Must be proficient in organ, piano, choral conducting, and vocal coaching. For a full description, go to our website at www.ccatuga.org.

St. George Catholic Church in Newnan is searching for a new **Director of Music/Organist**. Responsibilities include a Saturday evening Vigil Mass at 5:00 p.m., and two Sunday morning Masses at 8 a.m. and 10 a.m. Choir currently sings at all Masses. Rehearsals are on Tuesdays from 7:00 to 8:30 p.m. The candidate will coordinate the children's choir with a curriculum from

Chorister's Guild in place. Other responsibilities include all Holy Days of obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day, and other activities as requested by the pastor. Instruments include an Allen 3-manual Bravura custom organ, 3 manuals, French terraced console design (installed October of 2016), and a Clavinova purchased in 2015. Salary is negotiable based on education and experience. Interested parties, please email your resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. Thomas the Apostle Preschool is growing and seeking faith filled staff for the 2019-2020 school year. The openings are **Lead Teacher** for our 3 year-olds, **Staff Assistants** and **Substitute Teachers**. Qualified candidates must have previous teaching experience or experience working with young children. Positions are part-time 2, 3 or 4 days/week. Interested candidate should contact Monica Signoret at msignoret@stthomastheapostle.org.

Mary Our Queen Catholic Church in Peachtree Corners has an immediate opening for a 28-hour a week **Administrative Assistant**. Responsibilities include, but are not limited to the weekly parish bulletin; providing support for parish ministries and organizations; perform secretarial duties for the pastor, business mgr., and other designated staff; updating ParishSOFT and managing the facilities calendar; and preparing lector's and clergy announcements and Mass intentions. Candidates must have a strong working knowledge of the Catholic Church and its teachings, strong people skills, great customer service, experience in multi-tasking, excellent verbal and written communication skills; and be highly organized, detail oriented and proficient in Microsoft Office programs. An associate or bachelor's degree, previous assistant experience and working knowledge of ParishSOFT are preferred. If interested, please submit resume and references to Jeanne Bell at jsbell@maryourqueen.com.

Immaculate Heart of Mary Catholic School, conveniently located off I-85 in northeast Atlanta, is looking for **After School Program Staff** for the upcoming 2019-2020 school year. Candidates should be 18 years or older and enjoy being around children. Previous experience working around children is preferred, but not required. The hours are M, T, Th, F from 3-6 p.m. and Wednesdays from 2-6 p.m. You can commit to 2 days, 3 days or all 5 days a week. A background and drug screening will be required. This is a great position for college students and adults looking for a little extra income. Please contact John Schmarkey, ASAP Director, at jschmarkey@ihmschool.org.

Immaculate Heart of Mary Catholic School, conveniently located near I-85 in northeast Atlanta, is seeking qualified candidates to be included on the school's **Substitute Teacher** list. Substitute teachers are needed to teach students in grades K-8. All applicants are required to attend an Archdiocesan Substitute Training and be drug screened. Interested candidates should send resume to Kellie DesOrmeaux, Principal, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329 or email kdesormeaux@ihmschool.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. 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 doc or PDF to resumes@btcatholic.org.

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