



Memo

Date: July 20, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Andrew Catholic Church in Roswell has an immediate opening for a part-time (25 hours per week) **business and HR manager**. This position is responsible for several employees, accounting practices, safe environment and HR processes, and management of the facilities operations. Oversight of all accounting and payroll processes, postings and reconciliations, and monthly and annual reporting is required. Please send letters of interest to Laurie Johnson at ljohnson@standrewcatholic.org.

Saint Jude the Apostle Preschool is hiring part-time **preschool teachers**. Applicants must be reliable, love working with children and be team players. Send resume to Angela Rahn at Arahn@judeatl.com.

Blessed Trinity Catholic High School is a college preparatory school of the Archdiocese of Atlanta for grades 9-12 located in Roswell. We are currently interviewing registered nurses who would serve as a **substitute nurse**, as needed, in our clinic for the 2020-2021 school year. Candidates interested for consideration should contact sdorner@btcatholic.org to schedule an interview.

Holy Family Preschool in Marietta is seeking **substitute teachers** for the 2020-21 school year. Qualified candidates must have a positive and nurturing attitude, and enjoy watching children develop and grow in a loving, Catholic environment. Some experience, including volunteer/unpaid, working with young children is a must. Candidates must be comfortable with prolonged sitting or standing, the ability to lift 40 pounds and squat to a child's height and maintain eye contact at that level. Holy Family offers a creative, collaborative and joy-filled working environment. To apply, email resume highlighting work or volunteer experience with the very young to Director Kate Viets, kviets@holymfamilycc.org.

The Preschool at All Saints in Dunwoody is currently looking for experienced **preschool teachers** for the 2020-21 school year. In addition, applications for **substitute teachers** for the current school year are also being accepted. A qualified candidate must have a positive and nurturing attitude and enjoy watching children develop and grow in a loving and Catholic environment. A degree in education is ideal, however not required. A degree in a related field and experience working with children is preferred. To apply, please email Director, Hope Long at pasdirector@allsaintsdunwoody.org.

St. Anna's Catholic Church in Monroe is looking for a part-time **music director/pianist**. This position reports to the pastor and directs instrumentalists and choir members. The position is no more than 24 hours a week, salary depends on background. The music director/pianist performs all duties/functions relevant to the parish music program, works to coordinate all aspects of music for liturgical and worship services of the parish community and consults with the pastor and pastoral staff as necessary in carrying out these duties for the smooth functioning of relevant parish activities. Preferred qualifications include a degree in music with training in choral organization and administration; experience in directing and conducting church music; Roman Catholic belief; knowledge of liturgical services, worship and special functions of the Roman Catholic Church. Experience as a team member in working with plans and development of church music programs helpful. Interested candidates should send resumes to blake@st-annas.com.

Saint Catherine of Siena School, a K-8 school in Kennesaw, is seeking a full-time **primary level teacher**. Candidates should have experience in effective teaching of young children, classroom management and good communication. A bachelor's degree is required. Certification or the qualifications to be certified are required. St. Catherine's is a drug-free workplace. Please send resumes to Sister Mary Cecilia at smcecilia@scsiena.org.

The Diocese of Knoxville has an immediate opening for the **Director of Stewardship and Executive Director of Catholic Foundation of East Tennessee**. The purpose of this position is to promote stewardship as a way of life, advancing charitable giving to the diocese and its parishes, schools and ministries through the Annual Bishop's Appeal, diocesan foundations, parish offertory, planned giving, major gifts and capital fundraising efforts. Qualified candidates must possess a bachelor's degree in fund development, communication, business or a related field; demonstrated ability to produce and deliver annual fund, planned giving and stewardship strategies and results; demonstrated success with major gift solicitations; demonstrated ability to articulate the philosophy and objectives of the Catholic Church, including the theology of stewardship; excellent written and verbal communication skills; demonstrated supervisory and managerial skills. A comprehensive benefits package is offered. [Click Here](#) for the full description of the position. To apply, please submit your resume and cover letter to Jennifer Mills at jmills@dioknox.org.

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