



Memo

Date: August 3, 2020

To: Pastors/Administrators and department heads

CC: Parish secretaries

From: Marquita Richburg, Manager, Office of Human Resources

Re: Position vacancies

St. Anna Catholic Church in Monroe, has an immediate opening for a part-time **music director**. The Music Director needs to play piano and cantor at least one of the three Masses per weekend, schedule all other musicians and coordinate all aspects of music for liturgical and worship services. This individual also coordinates all music for special events such as Christmas, Lent, Advent, Feast Days, etc. Salary of \$15,000 depending of experience and education. Email resume to blake@st-annas.com.

St. Catherine of Siena Catholic Church in Kennesaw, seeks a full-time **director of facilities and maintenance**. The Director of Facilities and Maintenance is responsible for the safety, upkeep and minor remodeling and repair of parish and school facilities and grounds, including mechanical and electrical systems. Qualified candidates must be reliable, well-organized, self-motivated; possess training in facilities and maintenance management; and have at least three years of experience and supervisory skills. Must have the ability to be on call and possess a valid driver's license and reliable transportation. Position includes benefits. Salary commensurate with experience. Interested candidates can submit a cover letter, including salary requirements, and detailed resume to Rev. Neil Dhabliwala at frneil@stcatherinercc.org.

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