



# Memo

**Date:** August 17, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**North American Territory for the Legionaries of Christ** has an immediate opening for a **safe environment coordinator**. This position oversees all the safe environment matters in the territory as they relate to prevention, response and supervision. He/she reports to the territorial director on all safe environment matters and collaborates with the chair of the Safe Environment Review Board (the review board advises the territorial director in responding to allegations against legionaries accused of sexual misconduct), the territorial administrator and marketing and communications. He/she works closely with the territorial secretary to ensure required reporting and completion of all documents for ecclesial and civil authorities. For a complete job description, essential duties, key responsibilities, education requirements/or experience and qualifications, skills and abilities, please click [here](#). With Safe Environment Coordinator in the subject line, qualified individuals should upload: (a) a meaningful cover letter; (b) wage expectations; and (c) resume by applying [here](#). Inquiries can be sent to the attention of Scott Madgey, Assistant Director of Operations, to [careers@arcol.org](mailto:careers@arcol.org).

**St. Thomas More School**, located in Decatur, a National School of Excellence and an AJC Top Workplace 2020, is accepting applications for a **certified music teacher** for the 2020-2021 school year. This is a full-time position and offers a competitive salary and benefits. St. Thomas More School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in teaching in a faith-based community, please send a cover letter and resume to Kim Kissell at [kkissell@stmga.org](mailto:kkissell@stmga.org).

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