



# Memo

**Date:** August 24, 2020  
**To:** Pastors/Administrators and department heads  
**CC:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

---

**St. Catherine of Siena School** in Kennesaw, is seeking a full-time **business manager**. This position will be responsible for school accounting, including accounts payable processing, weekly deposit recording and student account billings. Oversight of payroll/HR processes and monthly and annual financial reporting are required. 3-5 years of experience in accounting or bookkeeping is required; school accounting experience is preferred. Interested candidates should send cover letter and resume to Sister Mary Cecilia at [smcecilia@scsiena.org](mailto:smcecilia@scsiena.org).

**St. Mary Magdalene Catholic Church** in Newnan has an immediate part-time position for an **elementary religious education and sacramental coordinator** for the Pre-K through 5th grade faith formation. The coordinator recruits catechists, sets curriculum, maintains accurate records, develops sacramental and seasonal workshops for parents and youth, coordinates sacramental efforts for First Reconciliation and Eucharist. Computer skills to include Microsoft Office suite, Parish Soft and Flocknotes a plus. Sessions currently meeting Sunday, Monday and Tuesday. Occasional Saturday and evening meetings and events are also required. The ideal candidate should be a certified catechist and have experience in the field of education or faith formation. Please email resumes to the attention of Kathy Kelly-Huey [kkhuey@smmcatholic.org](mailto:kkhuey@smmcatholic.org).

**St. George Village**, a senior living community that is home to 250 individuals located in downtown Roswell, is looking for an experience **housekeeper** with nursing home or hospital experience. Must be able to work full time, Monday through Friday 7:30 a.m. - 4 p.m., and rotating weekends. Applicants should have at least 2 years of experience in a hotel, hospital or nursing home environment. Housekeeping duties include detailed cleaning of resident apartments and common areas; maintaining a clean safe home-like

environment along with any other assigned duties; maintaining communication. We are located off of Holcomb Bridge Rd. and are not on a bus line. St. George Village is an equal opportunity employer and a drug-free workplace. All candidates must successfully pass background check, pre-employment physical, drug test, COVID- 19, tuberculous and drug test. Qualified candidates should send resumes to [sbrown@stgeorgevillage.com](mailto:sbrown@stgeorgevillage.com).

**St. George Village** has a full and part-time opening for a **server** in their main dining room serving meals and beverages to residents and guests. Qualified candidates would have experience serving in a courteous and professional manner with a sense of urgency during high and low service times; have knowledge of menus; perform pre-opening and closing checklist duties as assigned by the dining room manager; assistant dining room manager or team leader. This position is responsible for full service dining such as serving and bussing a wide variety of dishes such as meats, assorted vegetables, desserts and beverages of choice, including alcohol that residents may bring into the dining areas. St. George Village is an equal opportunity employer and a drug-free workplace. We do not discriminate in employment based on race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard. All candidates must successfully pass background check, pre-employment physical, drug test, COVID- 19, tuberculous and drug test; and be able to lift, push or pull up to 50 lbs. COVID-19 considerations: To keep our residents and Care Partners safe, everyone must complete an entry form, have their temperature taken and wear masks and gloves throughout the day. If you are interested in applying for this position, please send your resumes to [sbrown@stgeorgevillage.com](mailto:sbrown@stgeorgevillage.com).

---

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