



Memo

Date: September 9, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. John Neumann Regional Catholic School is seeking a part-time **Computer Teacher** (Thursdays and Fridays). Candidates should have experience in effective lesson planning, classroom management, and good communication at all levels. A bachelor's degree, teaching certificate, and the ability to be certified or have expertise in the field are required. St. John Neumann is a drug free environment. Please send resume to Dr. Julie Broom at jbroom@sjnracs.org.

St. Thomas Aquinas Catholic Church in Alpharetta, Georgia is currently accepting resumes for a full-time **Director of Discipleship and Stewardship**. The essential responsibilities of this new position include faithfully leading and managing the strategy, planning, organization, and implementation of diverse activities directed to achieve higher levels of true discipleship in the parish. Other responsibilities include all stewardship programs, management/oversight of faith formation teams, and coordination of parish ministries. This full-time exempt position will report to the pastor. St. Thomas Aquinas is an established parish located in North Fulton County with over 4,000 registered families. Resumes will be accepted until **September 30, 2019**. Please submit information to resumes@sta.org. The church search committee will review all resumes and notify qualified candidates of the next steps in the interview process. St. Thomas Aquinas is an equal opportunity employer. Please visit www.sta.org for a more detailed job description. The information can be found under "We're Hiring".

OLA Preschool is seeking a **Teacher** for our MMO and Young Two's class. Please contact dkehoe@olachurch.org.

St. Luke the Evangelist Catholic Church in Dahlonega has an immediate opening for a part-time **Facilities Manager**. This position is in charge of maintaining the church's four buildings: Administrative, Church, Parish

Center, and Rectory. Duties include but are not limited to general landscaping on property grounds, maintenance of HVAC and other appliances, and completion/oversight of general maintenance, repairs, and projects throughout property. Position will average 15 hours a week: Monday, Wednesday, and Friday from 9am-2pm. Please send letters of interest and resumes to troberts@stlukercc.org.

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