



Memo

Date: September 16, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Peter Claver Catholic School, in Decatur, is seeking **After-School Homework/Tutorial Volunteers**. We need adult volunteers to lend after-school tutorial and homework help from 3:45pm–6:00pm to students in Clarkston with the community of the Missionaries of Charity. This is a most rewarding and vital volunteer experience. **Please call Sister Drita at 404.892.5111.**

St. Peter Claver Catholic School, in Decatur, seeks **Substitute Teachers**. Previous experience working with children in a school setting is preferred but not required. Retired teachers or stay-at-home moms with a teaching certificate are encouraged to apply. A background check and drug screening are required of all applicants. To apply, please contact Susanne Greenwood at sgreenwood@spc-school.org.

The Office of Finance of the Archdiocese of Atlanta has an immediate opening for a part-time **Accounting Assistant** (25 hours per week/Tuesday, Wednesday and Thursday) for their Shared Accounting Services (SAS). The Accounting Assistant position assists the staff accountants in performing accounting functions for various parishes, schools, and other offices and/or ministries of the Archdiocese for whom the Archdiocesan Finance Office has assumed administrative support of the financial record keeping, including bill payment services, check processing, payroll, data entry, etc. Qualified candidates will possess a high school diploma or GED and basic knowledge of accounting principles. Some college is preferred but not required. Interested individuals must be able to manage multiple tasks simultaneously, communicate effectively and be computer literate with a working knowledge of Microsoft Office Software (Word, Excel, and Outlook). Please send cover letter and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. Luke the Evangelist Catholic Church in Dahlonega, GA is seeking a part-time **Director of Sacred Music** (20 -28 hours per week). This position is responsible for leading and developing liturgical music for our liturgical celebrations. The ideal candidate must be proficient in organ and able to sing. Interested individuals must be fully practicing Catholics. To apply, please send resume to Amy Schmalen at aschmalen@stlukercc.org.

St. Luke the Evangelist Catholic Church in Dahlonega, GA is seeking a part-time **Accounting/HR Coordinator**. The responsibilities of the position include coordinating all Accounts Payable through the Shared Accounting System. In addition, you will be responsible for reporting hours for parish employees through the Archdiocese. We will discuss these in more detail as you transition into the position. Position will average 15 hours a week: Monday, Wednesday, and Friday from 9am-2pm. To apply, please send resume to Amy Schmalen at aschmalen@stlukercc.org.

St. John Neumann Regional Catholic School in Lilburn, GA has an opening for a full-time **Middle School Language Arts Teacher**. The ideal person should have experience teaching literature, grammar and writing in the middle grades. Candidates must be currently certified to teach language arts in middle school or be eligible for certification. This community is strong in their faith and their support for one another, an ideal working environment. Please submit resume and cover letter to Dr. Julie Broom, principal, at jbroom@sjnrccs.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.