



Memo

Date: October 14, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Chancery Office of Human Resources for the Archdiocese of Atlanta has an immediate opening for a full-time **Director of the Safe Environment Program**. The Director of the Safe Environment Program reports to the Department Director of Human Resources and is responsible for implementing and maintaining the full archdiocesan response to the USCCB Charter for the Protection of Children and Young People (Charter) compliance requirement. Other responsibilities of the position include but are not limited to: managing and directing the coordination, communication, implementation and support of compliance with the Safe Environment Program; develop, implement, and maintain systems for tracking compliance for all entities of the Archdiocese; publish, revise, and maintain the Safe Environment Program Policies, Procedures, and Guidelines; provide training to VIRTUS facilitators and lead sessions. Must be willing to participate in VIRTUS training to become a Master Trainer; will be involved in the development and implementation of a coordinated and consistent communications strategy for the entities of the Archdiocese covered by the Charter and will work in response to and support of the Archbishop of Atlanta, Auxiliary Bishops, Vicars and the Department Director of Human Resources. Interested candidates must meet the following requirements: must be a practicing Catholic in full communion with the teachings of the Catholic Church; bachelor's degree; prior work experience must include successful communications skills; ability to develop and give effective presentations; ability to take initiative and work independently and develop creative ideas; ability to multi-task; ability to maintain a positive attitude and work well with others; advanced computer skills with a strong working knowledge of Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, and Publisher). A cover letter (with salary requirement) and resume may be forwarded to: Chuck Thibaudeau, HR Director; Chancery Office of Human Resources at cthibaudeau@archatl.com. **No phone calls please.**

Blessed Trinity Catholic High School has an opening for a **Math Teacher** for the 2020 spring semester. Candidates must have prior high school teaching experience. Bachelor's Degree in Mathematics or Mathematics Education and certification in the State of Georgia required. Preference is given to those with a master's degree. Ability to teach Calculus and Algebra 1 is necessary. A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Ability to coach tennis would be a plus. Blessed Trinity is approved as a drug-free workplace environment. Interested and qualified candidates should mail a cover letter, resume, and references to: Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Microsoft Word document, Google doc or PDF to resumes@btcatholic.org.

Blessed Trinity Catholic High School has an immediate opening for a **Spanish Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in Spanish and certification in Georgia required. Preference is given to those with a master's degree. Must be able to teach high-level courses (Spanish 3 and 4). A requirement of the job is to contribute to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume, and references to: Ms. Nan Barrett, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or pdf to resumes@btcatholic.org.

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for a **Certified Elementary School Teacher** for the current school year. This position is a full-time position and offers a competitive salary with benefits. If you are interested in working in a faith-based community setting, please send a cover letter and resume to Dr. Patricia Allen, Principal, at pallen@stjosephschool.org. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

Blessed Trinity Catholic High School is looking for an **Assistant Director of Advancement** to work on a team dedicated to furthering the mission of the school and ensuring its future growth. We are seeking qualified candidates who are available for an early November start date. A bachelor's degree or a higher degree is required. Successful fundraising experience at an independent school or non-profit organization and familiarity with Raiser's Edge or similar relationship management software is preferred. Skills required, excellent written, verbal, and interpersonal skills; ability to organize and manage multiple projects. Advancement Office Responsibilities include but are not limited to, planning, organizing and implementing a comprehensive and coordinated fund-raising program for the school that includes the Trinity Fund, capital campaigns, special projects, grants, planned giving, endowed and

funded scholarships, GRACE Scholars campaign, and all other school fund-raising efforts; coordinating special events; fostering and maintaining alumni relations. Practicing Catholic with knowledge of the Catholic educational system is preferable, but not mandatory. Please send resume and cover letter to Nan Barrett, Assistant to the President, at nbarrett@btcatholic.org.

St. Joseph Catholic Church in Marietta is looking for an **Assistant to the High School Youth Minister** for about 10-12 hours a week. The position requires a desire to work with high school youth, a love and practice of the Catholic faith, and excellent computer and organization skills. The Assistant to the High School Youth Minister would help the youth minister with planning, running of weekly programs, and managing paperwork/organization. Wednesdays and Sundays evenings, 5:00-9:00pm are required, as well as occasional weekends. Bi-lingual is a plus but not required. Interested candidates should send resume and cover letter to Kristi Mickwee at kmickwee@saintjosephcc.org. **No phone calls please.**

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