



Memo

Date: October 21, 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 in Lilburn, GA has an immediate opening for a full-time **Maintenance Supervisor**. This position is in charge of maintaining and improving the school buildings and its surroundings, supervising cleaning services, maintaining tools and equipment, and working in partnership with the principal on all facility issues. Duties include but are not limited to general building maintenance, maintenance of all HVAC units and appliances, and completion/oversight of general repairs and projects throughout the property. This is a 12-month position with benefits. Experience in building maintenance preferred. St. John Neumann is a drug free environment. Please send resume to Dr. Julie Broom at jbroom@sjnracs.org.

St. Thomas the Apostle Catholic Church is seeking a full-time **Parish Secretary**. Qualified candidates are bilingual in English/Spanish and proficient in Microsoft Office. Requirements include strong organizational and communication skills, attention to detail, and the ability to work in a dynamic environment. Responsibilities include; assist parishioners; offer skilled secretarial support to clergy and staff (including translation service and maintaining pastor's calendar); assist couples with wedding preparation; schedule funerals; prepare Mass' intentions and maintain liturgical supplies for parish. Please send cover letter (with salary requirements) and resume to Galina Martin at gmartin@stthomastheapostle.org or St. Thomas the Apostle Catholic Church, 4300 King Springs Rd SE, Smyrna, GA 30082.

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