



# Memo

**Date:** November 4, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Corpus Christi Catholic Church**, a multi-cultural parish in Stone Mountain, has an immediate opening for a part-time **Facilities Technician**. This position will work under the direction of the Facilities Manager. Duties include, but are not limited to, general building maintenance, general repairs and completion of projects throughout the property. Experience in building maintenance is preferred. Interested candidates should submit a cover letter and resume to Marlice S. Casnave at [mcasnave@corpuschristicc.org](mailto:mcasnave@corpuschristicc.org). **No phone calls please.**

**Our Lady of the Assumption Catholic School**, a Catholic pre-k through eighth grade school located in Brookhaven, seeks a part-time **Teacher's Aide** for the 2019-2020 school year. OLA Catholic School is a drug-free work environment. Cover letter and resume may be submitted via email to [lcordell@olaschool.org](mailto:lcordell@olaschool.org). **No phone calls please.**

**St. George Catholic Church** in Newnan is searching for a part-time **Director of Music/Organist**. Responsibilities include a Saturday evening Vigil Mass at 5 p.m., two Sunday Masses at 8 a.m. and 10 a.m., choir rehearsals on Tuesdays from 7-8:30 p.m. The candidate will also coordinate the children's choir with a curriculum from Chorister's Guild in place. Other responsibilities include all Holy Days of obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day and other activities as requested by the priest. Instruments include an Allen 3-manual Bravura custom organ, three manuals, French terraced console design, installed October of 2016, and a Clavinova purchased in 2015. Salary is negotiable based on education and experience. Interested parties should email resume to Mer Cormier at [mcormier@stgeorgenewnan.org](mailto:mcormier@stgeorgenewnan.org).

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