



Memo

Date: November 18, 2019
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Justice and Peace Ministries for the Office of Life, Dignity and Justice is in need of a **Sustainability Coordinator** to help identify practices that will help the archdiocese achieve sustainability goals. The Sustainability Coordinator should aim to identify and help implement environmental initiatives that are cost effective and will help the environment substantially while making a positive contribution to the common good. This is a contract position and will be funded by available grants and donations. The successful candidate will develop, coordinate and promote effective sustainability initiatives and propose plans to reduce the impact on the environment by archdiocesan parishes, missions, schools and other facilities. The Sustainability Coordinator will have access to office space in the Chancery, but is not required to work on-site other than being present for standing and periodic meetings. Requirements include a bachelor's degree in an environmentally related discipline, such as physical, biological, or health sciences, engineering, sustainability or an appropriately related field is preferred. Significant sustainability work experience will be considered in lieu of formal education; experience developing, maintaining and/or managing sustainability-based initiatives, processes, plans or programs involving the collection, analysis and reporting of program data is preferred. Experience working with sustainability or environmental programs in a non-profit environment is a plus. Other qualifications include effective verbal and written communication, attention to detail, the ability to work independently and collaboratively with other individuals and volunteer groups. The right person is expected to have the ability to engage with those of other cultures or backgrounds and the ability to prepare and present reports using Excel spreadsheets, PowerPoint or similar programs. Qualified candidates should send resume to catholicjobs@archatl.com.

Blessed Trinity Catholic High School has an opening for a **Spanish teacher** for the 2019-20 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.

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