



Memo

Date: August 7, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Andrew Catholic Church in Roswell, GA, a large suburban intercultural parish with an established Life Teen program, seeks an energetic and talented **Youth/Life Teen Music Coordinator** to direct/lead our music ensemble at the Sunday evening Mass. This person must be proficient on guitar and/or keyboard and in programming liturgical music that engages parishioners attending Mass. This person must also assist in operating the sound system and associated technology, and have familiarity with GIRM, *Sing to the Lord* and other related liturgy documents. This position is part-time, reporting directly to the Director of Music. For a complete job description or to submit your resume, please email Phil Barreca at pbarreca@standrewcatholic.org.

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for a full time **Technologist** for the 2017-2018 school year. Duties include maintaining the school website; all computer hardware, databases and software used within the school; troubleshooting issues; collaborating effectively with faculty and staff; and researching new technologies for the school. We are looking for a flexible, team-oriented professional who is highly organized, and has the ability to prioritize tasks while working on projects simultaneously. This position offers benefits and a competitive salary. Please send a current resume and references to Dr. Patricia Allen at pallen@stjosephschool.org.

Transfiguration Catholic Church is looking for **Maintenance Personnel** to work Saturdays and Sundays from 6:00 p.m.-10:00 p.m. Duties include light maintenance, event set up and light cleaning. Please contact Chris Wood directly at 678-508-8482 or email cwood@transfiguration.com.

Transfiguration Catholic Church is looking for a **Weeknight Custodian** to work Monday-Friday from 6:00 p.m.-10:00 p.m. Duties include, but are not limited to: cleaning classrooms, halls and bathrooms; emptying trash;

vacuuming offices; replacing paper products and light dusting. Please contact Chris Wood at 678-508-8482 or email cwood@transfiguration.com.

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of August 2017. Thank you.