



# Memo

**Date:** August 21, 2017  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**Transfiguration Catholic Church** in Marietta is seeking to fill three part time positions. The **Maintenance Assistant** works Saturday and Sunday evenings from 6:00 p.m.-10:00 p.m. Duties include light maintenance, event set up and light cleaning. The hours for the **Weeknight Custodian** are Monday-Friday, 6:00 p.m.-10:00 p.m. Responsibilities include cleaning classrooms, halls, bathrooms, emptying trash, vacuuming offices, replacing paper products and light dusting. There is also an open position for **Maintenance Personnel**. The hours are Saturday and Sunday, 7:00 a.m.-3:00 p.m. Duties include light maintenance, event set up and light cleaning. To apply, please contact Chris Wood directly at 678-508-8482 or email [cwood@transfiguration.com](mailto:cwood@transfiguration.com).

**Christ the King Catholic School**, a K-8 archdiocesan parish school, located in the Buckhead community of North Atlanta, is seeking a certified **Music Teacher** for the 2017-2018 school year. Requirements include a bachelor's or master's degree in music education. Qualified applicants may obtain a professional educator application online at [www.christking.org](http://www.christking.org). Please fax application, teaching certificate, cover letter and resume to 404-266-0608 or email [mbryan@christking.org](mailto:mbryan@christking.org).

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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.