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**Date:** September 11, 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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**Our Lady of Lourdes Catholic Church** of Atlanta is looking for a part time **Grounds Security & Maintenance Assistant**. This is a custodial position that supports the Plant Supervisor. He or she fulfills duties and assignments as directed by the Plant Supervisor and Operations Manager. The schedule for this position is Monday, Thursday, Friday and Saturday from 9:00 a.m. – 5:00 p.m. Responsibilities include daily patrolling; removal of all trash; cutting grass/weeds of all parking lots; notifying the Plant Supervisor of equipment breakdown and other needs; ensuring that all common areas are presentable and in good condition prior to meetings, church events and Mass; helping with event set up as needed; opening front and back parking lot gates upon arrival; janitorial duties in all three buildings on the property; extra seasonal cleaning for holidays; and maintaining equipment storage rooms. Must be able to lift up to 70 lbs. and perform other duties as assigned by Plant Supervisor, Office Manager and Pastor. The qualified candidate will be reliable, flexible, an independent worker, a multi-tasker, and willing to take direction. Candidate should also have knowledge of the Catholic faith and excellent work ethic. Must be respectful to staff, parishioners and visitors to the church. Interested persons should send a resume to Angela Massingale at [amassingale@lourdesatlanta.org](mailto:amassingale@lourdesatlanta.org).

**The Catholic Foundation of North Georgia** in Sandy Springs has an immediate opening for a part time **Bookkeeper**. The duties of this position include, but are not limited to: maintain records of and post financial transactions; establish endowment accounts; record bank deposits; transfer money to investment accounts; and execute complete processing of accounts payable, including coding invoices, preparing checks, remitting to vendors and maintaining supporting documentation. Qualified candidates will possess a two-year college degree in accounting, finance or related field; three to five years accounting experience; knowledge in all areas of basic accounting; strong computer skills and strong working knowledge of Microsoft Excel and Outlook.

Please email cover letter with salary requirements and resume to Nick Bufano at [nbufano@cfnga.org](mailto:nbufano@cfnga.org). **No phone calls please.**

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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 September 2017. Thank you.