



Memo

Date: September 25, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Prince of Peace Catholic Church in Flowery Branch is looking for a qualified **Intern** to join our Communication/Marketing/Media Team. This department is responsible for all message development and creative marketing related to parish activities, ministries and events. The Intern will participate in various stages of the creative process, design, implementation and execution of projects; and will finish the internship having gained broad experience in various aspects of marketing in a Catholic parish setting. This position will assist with the following: creation of signage, circulars, mock ups, email campaigns, and other digital and print promotional materials; distribution or delivery of marketing materials and parish publications; social media (Facebook, Instagram, Twitter, YouTube) and our website (WordPress); app development; preparing presentations; interfacing with volunteers; building a volunteer team; graphic design; document editing; video production and editing. Candidates must be a practicing Catholic in good standing with the Church and an undergraduate student majoring in sales, marketing, advertising, communications, video production or related field. This person must be prepared to work in a fast-paced team environment, and have excellent verbal and written communication skills, with knowledge of web and social media. Adobe Software Suite, pro presenter, video and still camera experience, and an understanding of social media is important. Bilingual (English/Spanish) is a plus. Interested candidates can submit their resume and cover letter to Rob Montepare at Rob@popcatholicchurch.org.

St. George Village, Roswell's first senior living community, will host a job fair on Thursday, September 28, 2017 for the following positions: **Licensed Practical Nurse** (part time - 7:00 a.m.-3:00 p.m. every Friday and every other weekend); **Certified Nursing Assistant** (part time with flexible shifts); **Laundry Aide** (full time - 7:30 a.m.-4:00 p.m. Monday - Friday); **Dishwasher** (part time with flexible shifts); and **Servers** (full and part time available). We welcome people of all faiths to embrace and enjoy community life. We are located at 11350 Woodstock Road, Roswell, GA 30075. Candidates must have a

professional appearance, caring and compassionate demeanor, and be attentive and observant. All positions require a clear background check, drug test and pre-employment physical including tuberculous testing. For more information or to apply, please contact Suzanne Brown at sbrown@stgeorgevillage.com or 678-987-0410.

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