



Memo

Date: October 2, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Gabriel Catholic Church in Fayetteville, Georgia is seeking a part time (20 hours per week) **Maintenance Worker**. Responsibilities include, but are not limited to: repair, maintenance and improvement of all facilities on the church grounds and rectory. The successful candidate will have a working knowledge of electrical and plumbing systems, as well as handyman skills. Salary commensurate with experience. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com. **No phone calls please.**

St. Matthew Catholic Church in Tyrone has an immediate opening for a part time **Communications Specialist**. The duties of the Communication Specialist include, but are not limited to: creating the weekly bulletin; updating and maintaining the parish website, app and Facebook page; answering the office phone; communicating with parishioners through text messages, email and phone calls; and maintaining parishioner information and the church calendar. Qualified candidates should possess computer and customer service skills, be organized and a self-starter. Bilingual is preferred. Please send resumes and cover letters to Fr. Kevin Hargaden at fatherkevin@saintmatthew.us. **No phone calls please.**

St. George Catholic Church in Newnan is searching for a new **Director of Music/Organist**. This position will be responsible for music at the Saturday 5:30 p.m. Vigil Mass; 8:00 a.m. and 10:00 a.m. Sunday Masses; and rehearsal on Tuesdays from 7:00 p.m. - 8:30 p.m. This position will also coordinate the children's choir (rehearsal on Sundays from 11:15 a.m. - 12:15 p.m.) with a curriculum from Chorister's Guild. Other responsibilities include: all Holy Days of Obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day and other activities as requested by the pastor. Instruments include an Allen Bravura French Terrace Organ installed October 2016, and a Clavinova

Piano purchased in 2015. Salary is negotiable based on education and experience. If interested, please contact Fr. Henry Atem at frhenry@stgeorgenevnan.org.

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