



# Memo

**Date:** October 9, 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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**Holy Family Preschool** is seeking a **Teacher** to lead planning and activities for two-year-old children. Qualified candidates should have previous experience in preschool, teaching or working with children, and a love for working with youth, especially in a Catholic environment. This two-day, part time position reports to the director. To apply, contact Kate Viets at [kviets@holyfamilycc.org](mailto:kviets@holyfamilycc.org).

**Saint Michael Catholic Church** in Gainesville is seeking a part time **Office Assistant**. Candidate should be knowledgeable of the Catholic faith, have strong computer skills and be able to multi-task. Duties include, but are not limited to: complete coordination of parish services for all sacraments, funerals and quinceañeras; prepare the weekly Mass book; process parish registration; perform receptionist duties; manage telephone messages, faxes and emails; greet visitors; assist in translations (English and Spanish); coordinate training and scheduling of Hispanic Ministries, as well as volunteer and oversee Hispanic stewardship activities; and attend meetings and trainings as requested. Must have good communication/customer service skills, be presentable and preferably bilingual. If interested, send resume to [aseid@saintmichael.cc](mailto:aseid@saintmichael.cc). **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 October 2017. Thank you.