



Memo

Date: November 13, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. George Village has an immediate opening for a full time **Cook**. Qualified candidates must have at least two years of experience (prep and line) in multiple restaurants/hotels and be available to work on weekends and holidays. Responsibilities include: correctly and creatively prepare, assemble and cook all food products according to standards set by the executive chef and supervisors, including written and unwritten recipes for the dining room, health care service and special functions; assemble and set up food on diet carts; advise supervisor of low inventory items; assist in receiving and taking inventory as required and washing or other kitchen duties as needed. Offer is contingent upon satisfactory background, drug, physical and tuberculosis test. St. George Village is an equal opportunity employer and drug free workplace. Please email your resume and salary requirements to Sbrown@stgeorgevillage.com.

St. George Village has an opening for a full time **Housekeeper/Laundry**. This position works Monday thru Friday with rotating weekends. Responsibilities include: perform detailed cleaning of resident units and common areas; maintain a clean and safe home environment; sort linen into appropriate receiving carts and wash according to established guidelines; use chemicals prescribed for cleaning lines; operate laundry equipment such as washers, dryers, iron, and pressing equipment; clean carts, machines and equipment in laundry and linen processing areas; and maintain OSHA standards and other applicable regulations. Qualified candidates will have a GED or high school diploma; at least one year of experience in an assisted living environment (stable job history preferred); clear a background check and drug test; have reliable transportation (no bus service available); and be able to lift, push and pull up to 50 lbs. To apply, email your resume to sbrown@stgeorgevillage.com or send in person to: St. George Village, 11350 Woodstock Road Roswell, GA 30075. **No phone calls please.**

St. Pius X Catholic High School is seeking qualified **Science Teachers** (state certification for high school in Broadfield Sciences) and **Mathematics Teachers** (state certification with experience in geometry and/or statistics) for the 2018-2019 school year. St. Pius X offers a competitive salary as well as a complete benefits package. We serve a broad range of ability levels in our college prep curriculum and are looking for teachers who use a variety of methods that differentiate instruction. If you are interested in teaching in an academically strong, community oriented and Catholic environment, please send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, 2674 Johnson Road NE, Atlanta, Georgia 30345 or email your resume to mfreespx.org.

St. Gabriel Catholic Church in Fayetteville, Georgia is seeking a part time **High School Youth Minister**. This position reports directly to the Director of Religious Education and is responsible for coordinating and overseeing all aspects of Life Teen and Confirmation programs (including volunteers, Life Teen nights, retreats, service projects, etc.). The High School Youth Minister works 20 hours per week, with Sunday afternoons and evenings required during the academic year. Qualified candidates will have a passion for working with high school youth and be a practicing Catholic in full communion with the Catholic Church. Two years of experience and basic catechetical certification are preferred. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com.

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@stgeorgenewnan.org.

Justice & Peace Ministries at the Archdiocese of Atlanta has an immediate opening for a full time **Program Assistant**. This position is responsible for providing program support and administrative services to the Director of Justice & Peace Ministries as well as other ministries within the Office of Life, Dignity and Justice. Qualified candidates will have a high school degree (or GED); two to three years of related work experience; willingness to continue Catholic social teaching education through online classes and programs; strong computer skills with a working knowledge of Microsoft Office (Word, Excel, Outlook and Publisher); excellent time management, organizational and customer service skills; excellent interpersonal skills with strong oral and written communications abilities; and be a practicing Catholic with a familiarity of Catholic social teaching. Cover letter (with salary requirements)

and resume should be forwarded to Kat Doyle, Director of Justice & Peace Ministries, at kdoyle@archatl.com. **No phone calls please.**

The Metropolitan Tribunal at the Archdiocese of Atlanta has an immediate opening for a full time **Senior Office Administrator**. This position is responsible for daily and long range administrative responsibilities, including personnel matters, departmental concerns and budgetary allocations. The Senior Office Administrator will develop interoffice communication protocols, streamline administrative procedures, inventory control, office staff supervision and task delegation. Qualified candidates will have an associate degree or two years of college; three to five years of related work experience; strong verbal, organization and written communication skills; ability to plan and execute multiple projects; excellent computer skills with a strong knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook); and experience implementing and managing a department budget. Cover letter (with salary requirements) and resume should be forwarded to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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