



Memo

Date: December 4, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Spirit Catholic Church is seeking a part time **Family Outreach Coordinator** to build and foster a welcoming environment for the parish's young family community through spiritual and social outreach, programs and activities. This position oversees logistical and administrative aspects of parish ministry for the spiritual and evangelical development of families and children (infants through 6th grade) to build the critical partnership and community between families and the Church. The ideal candidate is a creative and energetic Catholic in good standing with strong organizational and communication skills, and is available to work nights and weekends to support year-round programming. For more information, contact Allison Adair at aadair@hscatl.com.

Blessed Trinity Catholic High School is seeking a full time **Math Teacher** to begin working on January 3, 2018. Candidates must have prior high school teaching experience, bachelor's degree in math or math education and certification in Georgia. A master's degree is preferred. This position will contribute to the school community in other ways, including coaching sports, sponsoring clubs, or taking on additional responsibilities. Qualified candidates should mail a cover letter, resume and references to: Ms. Debra Pelitera, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or email a Word document, Google Doc or PDF to dpelitera@btcatholic.org.

Prince of Peace Catholic Church located in Flowery Branch is looking for a full time **Coordinator of Onboarding & Engagement** to be an active member of the Administrative Team and directly responsible for the first contact that many people will have with the parish. This position will make sure that all are welcomed and supported in our parish; recruit and support adult volunteers who carry out the relational ministry traditionally associated with welcoming people that come to the church for assistance; and on-board new members.

Please send resumes to Rob Montepare at rob@popcatholicchurch.org. A detailed job description is available online at www.PoPCatholicChurch.org/employment.

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