



Memo

Date: May 15, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Mary Magdalene Catholic Church in Newnan, GA has an immediate opening for a part-time **Middle School Coordinator**. This position reports to the Director of Religious Education (DRE) and is responsible for coordinating all facets of 6th-8th grade faith formation. Must be a self-starter with excellent interpersonal, communication and organizational skills, and experience using Microsoft Office software. Knowledge in Parish Soft is a plus. This person must be an active, practicing Catholic in good standing. If interested, please email your resume to Kathy Kelly-Huey at kkhuey@smmcatholic.org.

St. Gabriel Catholic Church in Fayetteville, GA is seeking a part-time **Music Director**. This position is responsible for directing all choirs (contemporary, traditional, and children's) for regular weekend liturgies, as well as, but not limited to penance services, funerals, weddings, etc. In addition, this position is responsible for organizing scripts and schemas of liturgy. The ability to play the piano, cantor, and train cantors is preferred. The candidate should be a practicing Catholic in full communion with the Church. Salary is commensurate with experience. Please send cover letter and resume to Fr. Richard Vu at father.richard@stgabrielga.com. **No phone calls please.**

St. Joseph Catholic School is seeking a **School Nurse** for the 2017-2018 school year. This is a part-time position, working three days a week. Primary duties of the school nurse include: responding to student illnesses, accidents, emergencies, administering medication and maintaining student medical files. Qualified applicants must possess either a current RN or LPN license. If you are interested in applying for the position, please send your resume to Patricia Allen, St. Joseph Catholic School, 81 Lacy Street, Marietta, GA 30060. You may also email your information to pallen@stjosephschool.org.

Immaculate Heart of Mary Catholic School (IMH) is seeking a **Spanish Teacher** for the 2017-2018 school year. This position is full-time and will instruct all students in K-8. IHM is conveniently located off I-85 in northeast

Atlanta. Interested candidates should send a letter of interest and resume to: Kellie DesOrmeaux, Principal, at kdesormeaux@ihmschool.org or mail to 2855 Briarcliff Road, NE, Atlanta, GA 30329.

Christ the King Catholic School, a K-8 Archdiocesan parish school located in the Buckhead community of Atlanta, seeks a part-time **Guidance Counselor** for the 2017-2018 school year. Applicants should possess certification and a master's degree in counseling, accompanied by a minimum of three years teaching/counseling experience in a school setting. The professional educator application may be obtained via website at christking.org. Cover letter and resume may be emailed to mbryan@christking.org or faxed to the attention of Patricia Ward, Principal at (404) 266-0608.

Holy Family Catholic Church in Marietta, GA is seeking a full-time **Music Director/Liturgical Coordinator**. This position is responsible for supervising all music activities and liturgical music for all regularly scheduled liturgies including, but not limited to: penance services, funerals, weddings, etc. In addition, this position is responsible for organizing scripts and schemas for special liturgies and supervising contract musicians. Candidate should be a practicing Catholic in full communion with the Church and be familiar with its liturgical traditions. A complete job description is available at <http://www.holyfamilycc.org/>. Please send cover letter and resume to Ted Colebeck at tcolebeck@holyfamilycc.org.

Our Lady of Victory Catholic School, located south of the airport in Tyrone, is seeking applications for **Primary Teachers**. In addition, the school is seeking a part-time **Library Media Specialist** and a part-time **Middle School Literature Teacher**. With appropriate certification, these positions may be combined as a full-time position. Send letters of interest and resumes to James Lee, Interim Principal at jlee@olvpatriots.org.

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