



# Memo

**Date:** January 29, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

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**St. Andrew Catholic Church** in Roswell, GA has an immediate opening for a part time **Youth/Staff Musician** to specifically serve the youth/high school ministry of a growing intercultural suburban Atlanta parish with an established Life Teen Program. This position reports directly to the Music Director, and takes direction from the Pastor or another designated presider of liturgy. Responsibilities include: leading and directing musical worship for Sunday evening Mass, including rehearsals for a band/ensemble for Mass; planning and leading music for youth ministry retreats; occasionally serving at other Masses on Sundays, Holy Days and special parish events; and providing support for set-up and sound system operation as determined by the Music Director. The qualified candidate is a practicing Roman Catholic whose actions reflect the faith and works well in collaboration with the parish staff. Must have a solid and working understanding and appreciation of Catholic liturgy, including the role of music; a bachelor's degree in music or equivalent experience; proficiency in either guitar or keyboard and lead singing in contemporary/pop idiom; and a minimum of two years of experience leading a liturgical music ensemble. Bilingual a plus. Please send resumes to Philip Barreca at [pbarreca@standrewcatholic.org](mailto:pbarreca@standrewcatholic.org).

**St. Gabriel Catholic Church** in Fayetteville, GA is seeking a part time (20 hours per week) **High School Youth Minister**. This position reports to the Director of Religious Education and is responsible for coordinating and overseeing all aspects of Life Teen and Confirmation programs (volunteers, Life Teen nights, retreats, service projects, etc.). Candidate must be available to work Sunday afternoons and evenings during the academic year, have a passion for working with high school children, and a practicing Catholic in full communion with the 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](mailto:father.richard@stgabrielga.com). **No phone calls please.**

**The Office of Communications at the Archdiocese of Atlanta** is seeking two **2018 Summer Interns** (10-15 hours per week). College students with an interest in communications and digital marketing are eligible to apply. This internship will begin Tuesday, May 29, 2018 and conclude on Friday, July 27, 2018. Our interns will gain knowledge in areas such as proofreading/copyediting, marketing communications, video editing, digital communication and social media. Eligible interns **MUST** be available Friday-Saturday, June 1-2, 2018 for the Eucharistic Congress and provide their own transportation. Interns must also be Catholic. A small one-time stipend will be paid at the conclusion of the internship. Interested candidates should email their resume by February 23, 2018 to [communications@archatl.com](mailto:communications@archatl.com).

**Blessed Trinity Catholic High School** is a Catholic co-educational school of the Archdiocese of Atlanta, with 1,000 students in grades 9-12, located in Roswell, Georgia. Blessed Trinity is seeking a full time **Guidance Counselor** for the 2018-2019 school year. Candidates must have prior high school experience as a guidance counselor. Bachelor's degree and certification in Georgia required. Preference is given to those with a master's degree. Interested and 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 attach as a Word document, Google doc or pdf to [dpelitera@btcatholic.org](mailto:dpelitera@btcatholic.org).

**Mary Our Queen Catholic Church** located in Norcross, GA has an open position for a part time **Youth Minister** for Life Teen and Mass on Sunday nights, "Pizza and Prayer" on Wednesday nights, retreats twice a year, XLT once a month and team building. This position has a flexible schedule and available training. Candidates must be open to having fun with youth and have a great love for the Catholic faith. Please send resume to [epiper@maryourqueen.com](mailto:epiper@maryourqueen.com).

**St. Oliver Plunkett Catholic Church** in Snellville, GA is seeking a full time **Plant Maintenance Worker**. This individual must be a self-motivated individual who is capable of recognizing and executing tasks/repairs as needed; work within established expense limits; maintain inventory controls; and schedule and complete preventive maintenance processes. Other responsibilities include contacting contractors for bids, then assisting and monitoring all work performed; alert the Pastor of any unusual occurrences and or damages that have taken place or may occur; and assist in assuring safety standards are used that comply with all company, local, state and

federal guidelines. Must have knowledge in a variety of trade areas common to building maintenance including HVAC, electrical, plumbing and painting; an ability to operate hand and power tools, carry heavy loads and work on ladders. Flexibility in hours (including evenings and weekends) when necessary to fulfill job responsibilities is needed. A valid driver's license and clear driving record is a must. This position includes medical/dental benefits. Salary will commensurate with qualifications and experience. Please submit a letter of inquiry and resume to the Business Manager, Pat Bulger, at [pbulger@stolivers.com](mailto:pbulger@stolivers.com).

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Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of February 2018. Thank you.