



# Memo

**Date:** February 5, 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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**Blessed Trinity Catholic High School** is seeking a full time **Engineering and Robotics** or **Business and Computer Science Teacher** within the Business and Technology Education Department. We are looking for one of two types of qualified candidates. The first type must have prior high school teaching experience, a bachelor's degree in business education and Georgia certification. Candidates with knowledge of Adobe CC design software, including Adobe Illustrator, Photoshop, Premiere, Audition and After Effects and/or experience in computer science is a plus. The second type must have prior high school teaching experience or a minimum of five years industry experience in mechanical and/or electrical engineering; a bachelor's degree in mechanical or electrical engineering; Georgia certification in engineering and technology and/or certification in engineering education. Additional knowledge in computer science is a plus. Preference will be given to both types of candidates with a master's degree. This job also requires contributions to the school community in other ways, including coaching sports, sponsoring clubs or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume and references to Ms. Debra Pelitera at [dpelitera@btcatholic.org](mailto:dpelitera@btcatholic.org).

**St. Anna's Catholic Church** in Monroe will be hiring a part time (no more than 28 hours a week) **Director of Religious Education**. This position coordinates faith formation, including but not limited to: recruitment and training of volunteer catechists and aides, Pre-K through grade 12 faith formation and sacramental preparation for First Communion and Confirmation. The Director of Religious Education is responsible for assisting with the RCIA/RCIC program, adult faith formation, youth ministry and VIRTUS volunteer training. Candidate must be a self-starter with excellent interpersonal and computer skills (Microsoft Office); as well as communication, presentation, organizational

and strong leadership skills. Prior experience as a religious education director is highly desirable. The right candidate must be a practicing Catholic in full communion with the Church. If interested, please email resume to [blake@st-annas.com](mailto:blake@st-annas.com).

**Immaculate Heart of Mary Catholic Church** in Atlanta has an immediate opening for a part time **Communications Coordinator** (10 hours per week). This position is responsible for producing the weekly bulletin, e-newsletter, maintaining the parish website and social media accounts, and assisting parish staff and volunteers with promoting events and programs. Must have excellent understanding of Microsoft Office (Publisher, Excel and Word) and be familiar with Adobe Photoshop. Professional fluency in English is required, but the ideal candidate will also be fluent in Spanish. Send resume to Richard Plachta, Business Manager, at [rplachta@ihmatlanta.org](mailto:rplachta@ihmatlanta.org).

**Our Lady of Victory Catholic School** is seeking a part time **Front Office Assistant**. The position works four to five hours Monday thru Friday. Clerical and educational experience preferred. If interested, please send resumes to [gwilkerson@olvpatriots.org](mailto:gwilkerson@olvpatriots.org).

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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.