



Memo

Date: February 19, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. George Village in Roswell, GA is seeking an entry level **Service Technician II**. This full time position works 8:00 a.m. - 4:30 p.m. Monday - Friday with rotating weekends. Responsibilities include, but not limited to: dry wall repair, apartment painting, site cleanup, record water temperature and state mandated temperature logs, minor plumbing repairs, respond to emergency calls, painting trim work, wall construction, minor electrical tasks at the 120 volt level including outlet repair, dimmer switch repair, hanging electrical devices, minor service on HVAC equipment including filter change and thermostat replacement, and train new hires. Qualified candidates will have a high school diploma/GED, at least two years of related experience and basic/troubleshooting knowledge of air-conditioning, generators, plumbing and electrical systems. Must have experience in striving to meet and exceed the needs of co-workers and customers. Please email your resume to careers@stgeorgevillage.org. **No phone calls please.**

St. Anna's Catholic Church in Monroe, GA is hiring a part time (no more than 28 hours per week) **Director of Religious Education**. This position coordinates faith formation for Pre-K through grade 12; recruits and trains volunteer catechists and aides; oversees sacramental preparation for First Communion and Confirmation; and assists with the RCIA/RCIC program, adult faith formation and VIRTUS volunteer training. Candidate must be a practicing Catholic in full communion with the Church; self-starter; have excellent interpersonal, communication and organizational skills (emphasis on presenting and strong leadership); and have excellent computer skills (Microsoft Office). Prior experience as a religious education director is highly desirable. If interested, please email resume to blake@st-annas.com.

St. Pius X Catholic High School is seeking a qualified **English Teacher** (Honors and AP English experience preferred), **Math Teacher** (Geometry, Statistics and Analysis experience preferred), **Science Teacher** (Life Sciences preferred) and **Social Studies Teacher** (AP Economics and AP World History experience needed). Teaching certification is required. Coaching experience in football and men's lacrosse is a plus. St. Pius X offers a competitive salary and complete benefits package. Qualified teachers interested in working in a college preparatory high school and strong community-oriented environment should send a cover letter and resume to Marsha Free, Executive Assistant to the Principal, St. Pius X Catholic High School, at mfree@spx.org.

The Committee for Ongoing Formation of Priests has an immediate opening for a part time (20 hours/week) **Administrative Assistant**. This position is responsible for scheduling and coordinating monthly committee meetings, priest study days and days of reflection; assisting in the event coordination of the annual priests' retreat/convocation; maintaining the committee webpage; developing and monitoring the yearly budget; handling priest reimbursement requests and communicating ongoing formation opportunities to the presbyterate. Qualified candidates will have a high school degree (or GED), two to three years of relevant experience, strong computer skills, working knowledge of Microsoft Office, excellent time management skills and the ability to multitask. Please send cover letter and resume to Msgr. James Schillinger at jschillinger@archatl.com. **No phone calls please.**

The Archdiocese of Atlanta has an immediate opening for a **Director of G.R.A.C.E. Scholars, Inc.** The Director of G.R.A.C.E. is responsible for providing inspired executive leadership to grow the annual donation/scholarship level of G.R.A.C.E. Scholars and manage all operating activities. This position ensures coordination of all G.R.A.C.E. matters with the Archdiocese of Atlanta and the Diocese of Savannah. Requirements include a bachelor's degree in business/management, non-profit or related field and prior work experience as a sales/marketing/finance/operations executive. Experience must include management of budgets, financial goals and internet/website marketing. Qualified candidates must have understanding of basic individual and corporate taxation and impactful presentation skills. Prior work experience in Catholic schools is beneficial. Please forward a letter of interest (including salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

The Office of Stewardship for the Archdiocese of Atlanta has an immediate opening for a full time **Administrative Assistant**. This position provides general clerical support to the Office of Stewardship staff. Qualified candidates will possess the following: high school diploma; two to three years of

administrative support experience; good interpersonal communication skills; strong computer skills to include a working knowledge of Microsoft Office, specifically Microsoft Excel; ability to work under and meet deadlines; and bilingual in English and Spanish. Cover letter and resume should be sent to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. John the Evangelist Catholic School, a three-time National Blue Ribbon School of Excellence, welcomes **PK-8 Teacher** applicants for the 2018-2019 school year. Qualified candidates possess enthusiasm for Catholic education and current teaching certification. Teachers who are interested in joining a faith-filled family of educators should submit a resume to jobs@sjecs.net.

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