



Memo

Date: February 26, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Clare Catholic Church in Acworth, GA has an immediate opening for a part time (15-20 hours/week) **Youth Minister**. The Youth Minister will coordinate two-year Confirmation preparation, provide vision and help to evangelize our youth and make them invested, zealous, and life-long disciples of Jesus Christ who love their Catholic faith. Qualified candidates are dynamic, energetic, outgoing, engaging, self-motivated and faith-filled with competence over grades 6-12. Must be a practicing Catholic in good standing with the Church, have ability to put teams in place, work well with youth and young adults and have at least a bachelor's degree in education, theology or an associated field. Application deadline is March 30, 2018. To apply, contact Carolina Figueroa at cfigueroa@stclarecc.org or 770-485-0825.

Blessed Trinity Catholic High School is accepting resumes for **Science Teachers** for the 2018-2019 school year. Candidates must have prior high school teaching experience, certification in Georgia and a bachelor's degree in biology, chemistry or physics education. Preference is given to those with a master's degree. This position will contribute 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 Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach documents as a Microsoft Word document, Google doc. or PDF to dpelitera@btcatholic.org.

Holy Family Catholic Church is seeking a part-time **Faith Formation Coordinator** to provide administrative support for the department. Duties include: class registrations, scheduling, classroom setup, and record-keeping and reporting. Support is also required for the children's sacramental program twice a year. Job requirements include fluency in English and Spanish, proficiency with Microsoft Office, ability to work Sundays and some evenings,

and a high school diploma. College degree desired. Contact Cathy Biscan at cbiscan@holyfamilycc.org and include a cover letter and resume.

St. John Vianney in Lithia Springs is seeking a part time **Secretary**. The position is responsible for answering phones, greeting visitors, and entering data. Qualified candidates must be bilingual (English/Spanish), have excellent organizational skills, be proficient in Microsoft Office, have good interpersonal communication skills, be able to work under and meet deadlines, and have knowledge about the Catholic Faith. Candidates must be available from 10am - 4pm during the week. To apply, email Chris Butler at cbutler@sjvpar.net.

Christ the King Catholic School, a K-8 Archdiocesan parish school, located in the Buckhead community of North Atlanta, GA is establishing an applicant pool of **certified teachers for K-5, middle school and enrichment** for the 2018-2019 school year. Requirements include a bachelor's or master's degree in education. Qualified applicants may obtain the professional educator application via website at www.christking.org. Application, teaching certificate, cover letter, and resume may be faxed to 404-266-0608 or email mbryan@christking.org.

St. John Vianney is seeking a part time **Records Coordinator**. The position is responsible for maintaining the sacramental record keeping system, maintaining the parish contribution system, and assisting the parish office in maintaining, reviewing and documenting all parish records. Qualified candidates must have excellent organizational and computer skills. Candidates must be proficient in Microsoft Office and knowledgeable about the Catholic Faith. Schedule hours are flexible, but candidates must be available during the week 10am-4pm. To apply, email resume to Chris Butler at cbutler@sjvpar.net.

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