



Memo

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

Blessed Trinity Catholic High School is seeking a full time **Social Studies Teacher** for the 2018-2019 school year. Candidates must have prior high school teaching experience, bachelor's degree in history or social studies education and certification in Georgia. Teaching experience in United States History and World History preferred. 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, 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.

Blessed Trinity Catholic High School is seeking a full time **Physical Education Teacher** for the 2018-2019 school year. Candidates must have prior high school teaching experience. A bachelor's degree in physical education (master's preferred) and certification in Georgia required. This position will also contribute to the school community by coaching two sports. Ability to be head girls soccer coach or assistant coach in softball, cross country, track or football is a plus. 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.

Immaculate Heart of Mary Catholic School, conveniently located off I-85 in Atlanta, is seeking a full time **Middle School Math Teacher** beginning the 2018-2019 school year. Applicants should possess certification in teaching math at the middle school level and a minimum of a bachelor's degree in education. Experience preferred but not required. Please send cover letter and

resume to: Kellie DesOrmeaux at kdesormeaux@ihmschool.org or 2855 Briarcliff Road NE, Atlanta, GA 30329.

Holy Family Catholic Church is seeking a full time **Facilities Manager**. This position is responsible for all daily activities related to parish facilities and grounds for a parish of 1,500 families. Must have a high school diploma or GED; a minimum of five years maintenance or related experience; proficiency in general maintenance and repair tasks; ability to manage service contractors; excellent computer skills and availability to be on call some nights and weekends. Please send resume to Mr. Charles Crawford at ccrawford@holyfamilycc.org.

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.