



Memo

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

Saint Oliver Plunkett Catholic Church located in Snellville, GA has a part time opening for a **Middle School Edge Coordinator**. This position reports to the pastor and is responsible for organizing, developing and leading our Middle School Edge nights, retreats and other spiritual, service and social activities. Responsibilities include recruiting, supporting and training incoming Edge catechists/core team members and working in conjunction with elementary and high school directors to ensure a cohesive Pre-K – 12th grade religious education program. Some nights and weekends are required. Qualified candidates will have teaching, training and/or public speaking experience; excellent written and interpersonal communication skills and proficiency in Microsoft Outlook, including Word, Excel, Publisher and Power Point. Candidate must be a practicing Catholic in communion with the Roman Catholic Church. Interested candidates should submit cover letter (please include salary requirements) and resume to: Pat Bulger at pbulger@stolivers.com.

Please make this announcement available to your employees and publish it in your parish newsletter and bulletins for the month of April 2018. Thank you.