



Memo

Date: April 23, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Vincent de Paul Catholic Church is seeking a part time (Monday and Tuesday, 8:30 a.m. - 5:00 p.m.) **Secretary** for the Religious Education department. Qualified candidates are bilingual in English/Spanish and proficient in Microsoft Office. Highly desirable candidates will have experience in a church setting, with ParishSOFT and sacramental guidelines, and will be knowledgeable of the Catholic faith. Must be courteous and enjoy communicating with callers, visitors and staff and have a cooperative, “willing to pitch-in and get the job done” attitude. Please send resumes to Debbie Chisholm at dchisholm@svdpatl.com or St. Vincent de Paul Catholic Church, 680 W. Memorial Drive, Dallas, GA 30132.

Immaculate Heart of Mary Catholic Church is searching for a part time (less than 20 hours per week) **Director of Divine Playtime and Weekend Nursery**. This position is responsible for the weekend nursery program, daily operations, planning, staff supervision, and implementation and oversight of Divine Playtime’s policies, procedures and activities. The successful candidate should have leadership and management expertise with one or more years of experience in a childcare or preschool setting. Please send resumes to Richard Plachta at rplachta@ihmatlanta.org.

Our Lady of Victory Catholic School located in Tyrone, GA has the following positions open for the upcoming 2018-2019 school year: **Music Teacher** (part time), **Math/Literacy Teacher** (part time) and a **Paraprofessional**. For the teaching positions, qualified candidates must have certification. Prior experience in a school setting is required for the Paraprofessional. Interested candidates should submit a resume to gwillkerson@olvpatriots.org.

Immaculate Heart of Mary Catholic School, conveniently located off I-85 in Atlanta, GA 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.

Christ the King Catholic School, a K-8 Archdiocesan parish school located in the Buckhead community of North Atlanta, GA is seeking applications for a **Middle School Social Studies Teacher** for the 2018-2019 school year. Requirements include a bachelor's or master's degree in education. Qualified candidates may obtain a professional educator application online at www.christking.org. Please send applications to mbryan@christking.org or fax 404-266-0608.

St. Catherine of Siena Catholic School, a parish school administered by the Dominican Sisters of St. Cecilia and located in Kennesaw, GA, seeks a mission-driven, collaborative and certified school leader to serve as **Assistant Principal** for the 2018-2019 school year. Must be a practicing Catholic and passionate about your faith. Teaching experience and a master's degree in educational leadership and/or curriculum and instruction are required. Please send cover letter and resume to Sister Mary Jacinta at smjacinta@scsiena.org.

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