



Memo

Date: April 30, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Redeemer Catholic School in Johns Creek, GA is accepting applications for a **Middle School Language Arts Teacher** (full time) and **Middle School Physical Education Teacher** (part time) for the 2018-2019 school year. Holy Redeemer serves students in grades K-8. Applicants should possess certification in their curriculum area and a minimum of a bachelor's degree in education. Experience is preferred but not required. Cover letter and resume may be submitted via email to lschell@hrcatholicsschool.org.

St. George Catholic Church in Newnan, GA is searching for a new **Director of Music/Organist**. Responsibilities include a Saturday Vigil Mass at 5:00 p.m. and two Sunday Masses at 8:00 a.m. and 10:00 a.m. The choir currently sings at all Masses. Rehearsals are on Tuesdays from 7:00 p.m. to 8:30 p.m. This position will coordinate the children's choir with a curriculum from Chorister's Guild. Other responsibilities include all Holy Days of Obligation (three Masses each day), Holy Week, Christmas Eve, Christmas Day and other activities as requested by the Pastor. Instruments include an Allen 3-manual Bravura custom organ, 3 manuals, a French terraced console design (installed October 2016) and a Clavinova purchased in 2015. Salary is negotiable based on education and experience. Please email your resume to Mer Cormier at mcormier@stgeorgewnan.org.

St. George Catholic Church in Newnan, GA is seeking a part time **Coordinator of Religious Education**. This position reports to the Pastor and is responsible for coordinating all facets of the Religious Education department as well as recruit and train volunteer teachers and aides. The position is responsible for Kindergarten – Grade 5 faith formation and sacramental preparation for First Holy Communion. Must be a self-starter with excellent interpersonal, communication and organizational skills; proficient in Microsoft

Office; fully committed to the teachings of the Catholic Church and an active, practicing Catholic in good standing. If interested, please email your resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. George Catholic Church in Newnan, GA has an immediate opening for a part time **Bilingual Pastoral Secretary**. Responsibilities include preparing the weekly church bulletin, managing all communication outlets and working with the Hispanic community. Candidates should have good communication and interpersonal skills, as well as possess strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. Qualified candidates will possess a minimum of two years' office experience and knowledge of the Catholic faith. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgenewnan.org.

Saints Peter and Paul Catholic Church located in Decatur, GA has an immediate opening for a part time **Music Director** (20 hours per week). The Music Director is responsible for directing, coordinating and/or performing music for parish liturgies and other designated celebrations, as well as developing the choir ministry. This position directs music at three weekly services (5:00 p.m. on Saturdays and Sundays at 8:30 a.m. and 11:30 a.m.), weekly choir rehearsal (Wednesdays from 6:00 p.m.-9:00 p.m.) and additional Holy Day services. Sts. Peter and Paul is a predominately African-American parish with a tradition of gospel music, along with an eclectic mix of other traditional and contemporary church music. The right candidate will possess the following: good verbal and written communication skills with a strong ability to teach and instruct others; ability to collaborate with parish staff, volunteers, and parishioners; strong organizational skills; able to read and learn new music to develop the choir's repertoire; three or more years' of experience in parish music ministry; knowledge and understanding of Roman Catholic liturgy; vocal and instrumental skills, particularly piano or organ; proficiency in Apple Keynote, Microsoft PowerPoint or other slideshow software; and the capability to record practice tracks. Qualified candidates should send resumes to Fr. Bryan Small at frbryan@stspandp.com. **No phone calls please.**

GRACE Scholars has an immediate opening for a full time **Coordinator**. GRACE Scholars is a student scholarship organization to which Georgia taxpayers can contribute in exchange for a state income tax credit. Contributions are used to award scholarships to Catholic school students with financial need in the Archdiocese of Atlanta and Diocese of Savannah. The Coordinator reports to the director and is primarily responsible for the back office functions of processing gifts and managing the scholarship award process. External clients include principals/presidents of schools, school scholarship coordinators, donors and parents/guardians. Internally, this

position collaborates with personnel in the archdiocesan Office of Finance (GRACE Chief Financial Officer, cash receipts associate and accounts payable personnel). The successful candidate will possess the following: a bachelor's degree (preferably in a business discipline), working knowledge of financial accounting processes, advanced knowledge of Microsoft Office (especially Excel), experience in relational databases, good communication and organizational skills and work well in a deadline and detail oriented environment. Interested and qualified candidates are asked to submit a letter of interest indicating desired salary and a current resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

St. Catherine of Siena Catholic School located in Kennesaw, GA is looking for a part time (20 hours/week) **Registered Nurse** for the 2018-2019 school year. This position works in the school clinic, tends to the medical needs of the students and oversees all necessary medical paperwork required for school attendance. Qualified candidate must hold a current nursing license and CPR certification. For inquiries on the position, please email Lisa Ferary at nurse@scsiena.org.

St. Peter Chanel Catholic Church in Roswell, GA is seeking a part time **K-6th Grade Faith Formation Coordinator**. This position coordinates our Elementary PSR Program; facilitates the Children's Liturgy of the Word program; offers assistance with special family programming and events; sacramental preparation; and recruiting and training volunteers. Candidate must be a practicing Catholic and possess excellent communication, organization and computer skills (Microsoft Office). Prior catechetical experience is highly desirable. For more information or to submit your resume, please email rpotts@stpeterchanel.org.

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