

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: May 14, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Christ the King Catholic School, a K-8 archdiocesan parish school located in the Buckhead community of North Atlanta, GA is seeking an experienced **Religious Education Coordinator** for the 2018-2019 school year. This twelve month position offers full time benefits. Applicants should possess a master's degree in theology of religious education. Responsibilities include preparing school liturgies, overseeing formal religion instruction, networking with clergy, implementing the school service program, providing spiritual growth opportunities for faculty and staff, coordinating sacramental preparation and other duties as assigned. Professional educator applications may be obtained online at www.christking.org. Please fax resume and application to 404-266-0608 or email mbryan@christking.org. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices.

The Preschool at All Saints in Dunwoody, GA is hiring qualified part time **Preschool Teachers** for the 2018-2019 school year. Applicants should have a love of God and young children, teaching experience and a college degree in education or a related field preferred. Patience and flexibility are a must. Applicants must be able to lift children up to 40 lbs. and move around without restraint. Resumes should be sent to pasdirector@allsaints.us. **No phone calls please.**

Our Lady of the Assumption Preschool is hiring qualified **Preschool Teachers** for the 2018-2019 school year. All positions are part time, paid on an hourly basis without benefits. Applicants should have a love of God and young children, with teaching experience and college degree preferred. Patience and flexibility are a must. Applicants must be able to lift children up to 40 lbs. and move around without restraint. CDA and high school diploma are required for

applicants without a college degree. Letters of reference from administrators and supervisors are required. Please send resumes to dkehoe@olachuch.org. **No phone calls please.**

St. Pius X Catholic High School is seeking a qualified **Business and Computer Science Teacher** to teach computer applications (including Microsoft Office and Google Apps), computer publishing and graphics (Adobe CC Photoshop and Animate) and media technology (Adobe Premiere and After Effects). Computer applications will be taught both in class and online. Teaching certification is required. Send cover letter and resume to Marsha Free, Executive Assistant to the Principal, via email at mfree@spx.org. **No phone calls please.**

Our Lady of the Assumption Church is seeking a full time **Maintenance Assistant/Church Custodian**. Must have general experience with facility repair and building maintenance. This position includes benefits and is available for immediate start. Send resume to bstrozier@olachurch.org. **No phone calls please.**

St. Pius X Catholic High School is seeking a part time (25.5 hours per week) **Library Assistant** beginning August 2018. This position assumes responsibilities designated by the librarians to facilitate smooth operation and service, thus enabling them to devote time to other activities. While flexible hours are available at four days per week, this position must coordinate opening and closing the library and working hours between 7:30 a.m. and 4:30 p.m. with the other Library Assistant. Qualified candidates will be highly focused, organized and motivated and have excellent verbal and written communication skills, experience with Google and Microsoft office suites, willingness and ability to learn new skills and technology, and comfortable working with computers, peripheral connections, cameras and other devices. Must be a multitasker in a busy, sometimes noisy environment; enjoy working with people, especially teenagers; and be trained in all aspects of library procedures and therefore able to supervise the library during the librarians' absence. Experience with library circulation software is a plus. For more information, please contact Robin Tanis, Head Librarian at rtanis@spx.org. Send resume and cover letter to Marsha Free at mfree@spx.org. **No phone calls please.**

The Catholic Church of St. Gabriel is seeking a part time (15 hours per week) **Sunday Elementary Religious Education Assistant** to coordinate and oversee all aspects of the Sunday elementary programs, including preparing class rosters, classroom and attendance reports and assist volunteer catechists. This member of the religious education team reports to the Director of Religious

Education, and is required to work Sunday mornings during the academic year. Must be a practicing Catholic in full communion with the Church and have a passion for working with children. Two years of experience and basic catechetical certification are preferred. Please send cover letter and resume to Fr. Richard Vu, father.richard@stgabrielga.com. **No phone calls please.**

Corpus Christi Catholic Church, located in Stone Mountain, GA has an immediate opening for a full time **Youth Minister** to serve the youth of a growing and established Life Teen and EDGE programs and Confirmation sacramental preparation. The qualified candidate is a practicing Catholic in good standing, creative with extensive youth ministry experience, strong organizational and communication skills, and able to work nights and weekends to support year-round programming. Applicants must work well in community and collaboration with parish staff. A bachelor of arts in religious education or theology is preferred. Bilingual and a certificate in youth ministry are a plus. Cover letter and resume should be emailed to lkoernercc@mindspring.com.

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