



Memo

Date: May 21, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

The Flannery O'Connor Library at St. Pius X Catholic High School is seeking a part time **Library Assistant** beginning August 2018. The Library Assistant assumes responsibilities designated by the librarians to facilitate smooth operation and service, thus enabling them to devote time to professional activities. This position is trained in all aspects of library procedures and therefore able to supervise the library during the librarians' absence. The hours are five days with 25.5 hours per week. The Library Assistant will be responsible for closing the library at 4:30 p.m. Monday - Thursday and work until 3:30 p.m. on Friday. Qualified candidates are self-starters with excellent communication skills, both verbal and written; willing and able to learn new skills and technology; comfortable working with computers, peripheral connections, cameras and other devices; highly organized and motivated; enjoy working with people, particularly teenagers; able to stay focused while multitasking in a busy, sometimes noisy work environment; and experience with Google and Microsoft office suite platforms. Experience with library circulation software is a plus. For more information, please contact Robin Tanis, Head Librarian at rtanis@spx.org. Resume and cover letter should be sent to Marsha Free at mfree@spx.org. **No phone calls please.**

St. John Neumann Regional Catholic School in Lilburn, GA is accepting applications for a **Middle School Social Studies Teacher** (full time) and a **First Grade Instructional Aide** (part time) for the 2018-2019 school year. St. John Neumann serves students in grades Pre-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 jbroom@sjnracs.org.

Holy Family Preschool is seeking a part time **Assistant Director** to support program administration, which includes planning, events, maintaining records, training, touring and registering interested families. Qualified candidates will have a background in education/teaching, a strong knowledge of the Catholic faith and a child-centered approach to preschool administration. Must be detail-oriented, organized with excellent communication and computer skills and have a warm, welcoming demeanor. To join our dynamic team, email your resume to kviets@holymfamilycc.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.