



Memo

Date: May 30, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. George Village in Roswell is seeking **Servers** for our fine dining and healthcare dining rooms. We offer a competitive pay rate (\$12.00 - \$14.00 per hour) depending on experience. Applicants need to be available to work the following shifts: 4:00 p.m. – 9:00 p.m. Monday thru Saturday, and 9:00 a.m.- 4:00 p.m. on Sunday. Weekends and holidays are a must. Requirements: GED or high school diploma; minimum six months of serving experience (stable job history preferred); clear background check and drug test. Candidates must be able to lift, push and pull up to 50 lbs. and have reliable transportation (no bus service available). We live our core values every day, and deliver care with person centered efforts and a high level of customer service. We contribute to team success, safety and security, and initiate action, good decision making, quality focus and consistently model excellent communication. St. George Village is an E.O.E., A.A., M/F/Vet/ Disability employer. Competitive pay rate, evening/night differential, 401K with company match, bi-weekly pay and direct deposit are available. If interested, please send your resume and contact information to sbrown@stgeorgevillage.org or call 678-987-0427.

The Archdiocese of Baltimore is actively seeking candidates for the role of **Coordinator of Sacramental Formation**. In this Department of Evangelization role, you will serve as a primary resource regarding the liturgical and sacramental life of the Church. Working with the Director of Worship, you will foster the “missionary conversion” (*The Joy of the Gospel* by Pope Francis) of parish-based sacramental formation. Within this role, you will work with parishes to provide sacramental catechesis for the sacraments of Baptism, Confirmation, Eucharist, Reconciliation and Anointing of the Sick. This position is a much needed resource for parish leadership on the Rite of Christian Initiation of Adults. Candidates will possess a master’s degree in sacramental theology or a related field; demonstrate fidelity to Catholic teaching and have a mature understanding of the Church’s sacramental teachings and theology; have a proven ability to implement sacramental formation programs and possess experience in and understanding of

sacramental catechesis; have experience and understanding of RCIA, including adaptations for children and other special circumstances; and have at least three years of experience in sacramental and/or catechetical ministry. If you believe that you possess the skills, talent and aptitude to be a part of this vital ministry, come join our team! In addition to our many benefits such as health insurance and a flexible work schedule, we offer a welcoming environment where Christ is central in all that we do! To apply for this position, please visit our website at: <https://archbalt.jobs.net/en-US/job/coordinator-of-sacramental-formation/J3J8365XRC3N2QSV2FJ>.

The Catholic Life Ministry at the University of West Georgia (UWG) is looking for a part time **Campus Coordinator** with experience and energy to develop and implement ministry to college students. The successful candidate is able to establish appropriate and meaningful relationships with students; form and support a student leadership board; plan, implement, and attend weekly activities, talks, devotions, hand-on service projects, and coordinate Mass throughout the school year (Aug-May); market and promote the UWG Campus Catholics ministry at campus orientations through website, social media, and other avenues; manage a budget and maintain records; work effectively and communicate with the pastor of Our Lady of Perpetual Help Catholic Church, liaison with the university, and share in the vision and ministry of the University of West Georgia Campus Catholics. Must be a practicing Catholic with a growing faith life. Please email a resume with a letter of interest to administrator@olphcc.org.

St. Thomas the Apostle Parish in Smyrna, Georgia seeks a full time **Middle School "EDGE" Youth Minister** to assist the Life Teen Youth Minister. This is an hourly position with benefits. Responsibilities include, but are not limited to: primary - head of the Middle School "EDGE" program for social and catechetical purposes; secondary - assist Youth Minister with Sunday "Life Nights" and two year Confirmation program during the week. Qualifications: Roman Catholic whose practice of the faith reflects the ecclesiology of the Vatican II Council with the teachings of the Catholic Church and understands and lives our Church's moral teachings. Candidate must be bilingual (English-Spanish), works well in community and collaborates with the parish staff; and is a self-starter who can build up the ministry for middle school youth and teens. Youth ministry experience is desired. Please send resume to St. Thomas the Apostle Catholic Church, Attention: Sue Senecal, Director of Religious Education, 4300 King Springs Road, SE Smyrna, GA 30082; fax to: 770-432-8570 or email ssenecal@stthomastheapostle.org.

The Office for Catholic Schools at the Archdiocese of Atlanta has an immediate opening for a part-time **Receptionist** (25-28 hours per week). The Receptionist provides efficient and professional reception for the Office of Catholic Schools. Requirements include a high school diploma and prior experience in a professional office environment. Computer literate with a working knowledge of Microsoft Office applications is a must (Word, Excel, PowerPoint, Publisher and Outlook). Qualified candidates should forward a

letter of interest (with salary requirements) and resume to: Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of June 2017. Thank you.