



Memo

Date: June 4, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Joseph Catholic Parish School in Athens, GA is seeking a part time **Music Teacher** for the 2018-2019 school year. This position instructs students in grades PK-5 and leads the choir during weekly school Masses. A degree in music and/or education is required. Interested candidates should send a resume to Theresa Napoli, Principal, at theresa.napoli@sjsathens.org.

St. Pius X Catholic High School is seeking a part time **Special Events and Projects Manager** for the Advancement Office. This 10 month position will plan, organize and execute special events and activities designed to generate donor enthusiasm and interest, thank donors, and support faculty and staff. This position is also responsible for special projects as necessary. For more information, please contact Jenn Sedlack, Director of Advancement. Send resume and cover letter to Marsha Free at mfree@spx.org. **No phone calls please.**

St. Andrew Catholic Church in Roswell, GA is seeking a part time (up to 28 hours) **Coordinator of Facilities Operations**. This position is responsible for the maintenance and upkeep of the campus and rectory; ordering supplies and working with vendors, occasional contractors, parish staff and volunteers to keep the campus safe and in good repair. Some office work and supervision of maintenance staff is also expected. Typical workweek is Monday-Friday, but some weekends and evenings may be required. Please send resume to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Andrew Catholic Church in Roswell, GA is seeking a part time (25 hours per week) **Custodian/Maintenance Person**. This position is responsible for the cleanliness, safety and general upkeep of our campus, which serves the parish and our preschool. The hours are Monday – Friday mornings, but additional

hours may occasionally be required. Candidates must be physically fit and able to handle equipment. Please send resumes to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Philip Benizi Catholic Church is hiring a full time **Bilingual Catechetical Coordinator**. This position assists the Director of Faith Formation in the development and implementation of religious education and sacramental preparation of children from preschool to middle school and their families. Must have a valid driver's license and be fluent in English and Spanish, including speaking, reading and writing. Qualified candidates will have experience and training in pastoral ministry, education, theology, or related field; demonstrate ability to plan and organize small and large events; work flexible hours including evenings and weekend; be proficient in technology, including Microsoft Office programs; and a practicing Catholic. Please send a resume and cover letter to Lorraine Miller lmiller@stphilipbenizi.org.

Catholic Charities Atlanta is looking for a full time **Mental Health Counselor/Therapist** for the Family Stabilization Program. This position will work with people from various cultures and backgrounds. Qualified candidates will be fluent in Spanish and have a master's degree in social work, counseling or related field. Professional Georgia licensure preferred. Please send resume and cover letter to ccaemployment@catholiccharitiesatlanta.org. **No phone calls please.**

A parish located in the Northwest Atlanta area is seeking a part time **Director of Young Adult Ministry**. This position will lead and implement all aspects of parish ministry for adults ages 18 – 35. The ideal candidate is a dynamic, innovative and energetic Catholic in good standing with strong organizational and communication skills. Must be available to work nights and weekends. Qualified candidates should send their resume and cover letter to Marquita Richburg, Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

A parish located in the Northwest Atlanta area is seeking a part time **Middle School Youth Ministry Coordinator**. This position will manage all aspects of parish ministry for youth and their parents for grades 6-8; and develop and implement programming, including logistics and administration. Must be Catholic in good standing, have youth ministry experience, creative and energetic, have strong organizational and communications skills, and be able to work nights and weekends to support year-round programming. Qualified candidates should send their resume and cover letter to Marquita Richburg, Office of Human Resources, at catholicjobs@archatl.com. **No phone calls please.**

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for an **Assistant Director of Advancement**. This is a part time, year-round position with some required weekend and evening hours. Under the direction of the Director of Advancement, this position will manage the Annual Fund, help coordinate special events and manage communications for the school. The applicant should be a highly motivated self-starter with strong organizational skills, excellent verbal and written communication skills, possess a thorough understanding of social media, and have the ability to work with groups of volunteers. Prior experience in fundraising, marketing or sales is preferable. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination employment practices. Please send a cover letter and resume to Jackie Fusaro, Director of Advancement, at St. Joseph Catholic School, 81 Lacy Street, Marietta, GA 30060 or jfusaro@stjosephschool.org.

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