



Memo

Date: June 18, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. John the Evangelist Catholic School, a three time National Blue Ribbon School of Excellence, seeks an **Instructional Classroom Aide** for the 2018-2019 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a resume to jobs@sjecs.net.

The Catholic Shrine of the Immaculate Conception located in Atlanta, GA seeks a full time **Coordinator of Faith Formation**. Must be a progressive Catholic that is able to create, implement and lead a fresh and innovative Catholic education program; passionate about evangelization and very familiar with technology. This position will collaborate with staff to implement a new initiative for grades K - high school and adult catechetical and sacramental preparation. Applicants should be well versed in using innovative media to minister to families and adults. Please send resume and cover letter to careers@catholicshrineatlanta.org or to The Catholic Shrine of the Immaculate Conception, 48 Martin Luther King Jr. Dr. SW, Atlanta GA 30303.

St. Peter Catholic Church in LaGrange, GA is seeking a part time (28.5 hours per week) **Director of Religious Education (DRE)** to coordinate a comprehensive faith formation program for children (grades Pre K-8), teens (grades 9-12) and adults. The DRE will be responsible for recruiting and training volunteer catechists as well as coordinating sacramental prep programs, RCIA/RCIC, family catechesis and continuing adult faith formation opportunities. For qualifications and full job description, visit our website at stpeterslagrange.net or email info@stpeterslagrange.net.

The Metropolitan Tribunal of the Archdiocese of Atlanta has an immediate opening for a full time **Notary**. Under the supervision of the Senior Notary, the Notary's responsibilities include, but are not limited to working closely with

Presiding Judge, and managing all documentation pertinent to ecclesiastical trial; tracking cases through all stages of the process; and logging actions formed, including appointments, contacts and any information and/or evidence gathered. Requirements include a high school diploma or GED and three to five years of related work experience. Must be detail oriented and organized; able and willing to learn and support technology-based systems and solutions; and have strong verbal and written communication skills. Bilingual is a plus. Qualified candidates should submit cover letter (with salary requirements) and resume to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

Blessed Trinity Catholic High School has an opening for a full time **Evening Maintenance Employee** starting July 1. This position reports to the Maintenance Supervisor. Job duties include general maintenance, cleaning and work around campus. Must be able to perform basic plumbing and electrical repairs, possess knowledge of HVAC and controls, and do some heavy lifting. This hourly position with full benefits works Monday-Friday from 2:00 p.m.- 10:00 p.m., with occasional overtime work on weekends. Please send resume to mchambers@btcatholic.org. **No phone calls please.**

St. Andrew Catholic Church in Roswell, GA has an opening for a part time **Coordinator of Elementary Faith Formation**. This position works up to 20 hours per week, year round and reports to the Pastor. Duties include coordinating curriculum; recruiting, training and certifying catechists; overseeing sacramental preparation; planning and conducting Vacation Bible School and other youth based parish events. This leader works with families and youth in the development of the Catholic faith. Please submit cover letter and resume to Laurie Johnson at ljohnson@standrewcatholic.org.

St. Thomas More Catholic School, a Blue Ribbon School of Excellence, is seeking part time **Teacher Assistants** for the 2018-2019 school year. Qualified applicants should have experience and enjoy working with children. Send resume to jraymond@stmga.org. **No phone calls please.**

St. Thomas More Catholic Church in Decatur, GA is seeking a full time **Director of Youth Faith Formation** who can bring vibrancy and creativity to our youth faith formation programs. This position is responsible for designing and developing a comprehensive faith formation and youth ministry program, rooted in the Ignatian and Jesuit tradition, for children grades K – 12. For more information, email Andy Otto at aotto@stmga.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.