



# Memo

**Date:** June 25, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancies

---

**St. Jude the Apostle Catholic School**, serving grades K-8, is seeking a part time **Religious Activities Coordinator**. This individual would prepare school liturgies, execute para-liturgical services and retreats, provide opportunities for spiritual growth for the faculty and staff, and work with the Spiritual Life Committee in nurturing Catholic identity. This individual would work with the Director of Religious Education and school personnel in overseeing formal religious instruction and preparation for second grade sacraments. Candidate must be an active, practicing Catholic in good standing and hold a degree in theology of religious education (or related field) or master catechetical certification from the Archdiocese of Atlanta. Previous experience in religious education and liturgy planning is desirable. Please send resume and cover letter to Patty Childs, Principal at [pchilds@saintjude.net](mailto:pchilds@saintjude.net).

**St. George Catholic Church** in Newnan is seeking a full time **Director of Faith Formation**. This position reports to the Pastor and is responsible for leading and implementing all facets of the Faith Formation department, including the recruitment and training of all volunteer catechists and aides. The position is responsible for Kindergarten – Grade 12 faith formation, RCIA and adult faith formation. Qualified candidates will have a degree in theology or extensive religious education experience, be fully committed to the teachings of the Catholic Church, a practicing Catholic in good standing and proficient in Microsoft Office. Must be a self-starter with excellent interpersonal, communication and organizational skills. If interested, please email your resume to Mer Cormier at [mcormier@stgeorgewnan.org](mailto:mcormier@stgeorgewnan.org).

**Holy Family Catholic Church** is looking for a part time (Monday – Friday, 9:00 a.m.-2:00 p.m.) **Office Administrator** proficient in Microsoft Office Suite. This position reports to the Business Manager and will do registration data

entry and reporting, the parish calendar and other clerical duties. Must have excellent computer, organizational and time management skills; good communication and customer service skills; and the ability to multi-task. Bilingual skills desired. Please email resume to [kdaigle@holyfamilycc.org](mailto:kdaigle@holyfamilycc.org). **No phone calls please.**

**St. Jude the Apostle Catholic Church** seeks a part time **Front Desk Receptionist/Administrative Support**, 22-25 hours a week. This position works closely with the Parish Secretary and staff, assists parishioners and guests with room reservations, appointments, Mass intentions, general information questions and managing the church calendar. Candidates must be proficient in Microsoft Outlook, Word and Excel; able to learn parish database software; and have a friendly and cheerful disposition with excellent phone, interpersonal and customer service skills. Qualified applicants will possess a minimum of a two-year associate's degree, 3-5 years' experience in a similar professional office setting and knowledge of the Roman Catholic faith. Interested candidates can submit a cover letter and resume to Colleen Tyner, Director of Operations, at [ctyner@judeatl.com](mailto:ctyner@judeatl.com) or fax to 770-415-3567.

**Our Lady of Mercy Catholic High School** is accepting resumes for a full time **Certified Athletic Trainer** for the 2018-2019 school year. The ideal candidate should have prior high school teaching experience and a minimum of a bachelor's degree in their field. Responsibilities include but are not limited to: being present for all home athletic events, coordinating all athletic medical needs, acting as a liaison between families and doctors regarding athletic injuries, and the supervision and training of our student athletic trainers. To apply, send a letter of interest and resume to Mr. Bill Dooley, Principal, at [bdooley@mercyatholic.org](mailto:bdooley@mercyatholic.org) or mail to 861 GA-279, Fayetteville, GA 30214. Please attach files as a PDF or Word document.

---

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