



Memo

Date: July 2, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Theresa Catholic Church in Douglasville, GA has an immediate opening for a part time **Youth Minister**. The Youth Minister will work with the Director of Religious Education and a team of volunteers to run the youth ministry program, which includes Confirmation prep, spiritual programming, social events, service projects, mission trips and retreats. Must be proficient in English and have prior experience working with youth in a Catholic environment. This position will work evenings and weekends. Send resume to Theresa Butorac, Director of Religious Education, at tbutorac@sttheresacc.org or mail to 4401 Prestley Mill Road, Douglasville, GA 30135.

The Hispanic Ministry Office of the Diocese of Birmingham has an immediate opening for a part time (20 hours per week) **Administrative Assistant**. This position provides administrative support to the Office of the Bishop and the Vicar of Hispanic Ministry while maintaining a high degree of professionalism, loyalty and confidentiality. Duties include answering phone calls, appointment scheduling, translating documents, making travel and lodging arrangements and working closely with the Director of Hispanic Ministry. Must be bilingual (English/Spanish), have a heart for mission, be self-motivated and be a team player. Send resume to lcooley@bhmdiocese.org.

St. Pius X Catholic School in Greensboro, NC has an immediate opening for a dynamic, team-oriented **School Principal** to continue our tradition of academic excellence that inspires and prepares our students to be capable leaders. We place Christ at the center of all we do in our environment while partnering with our staff, parents and parish community. We serve over 450 Pre-K through 8th grade students in the beautiful Piedmont area of Greensboro, N.C., a thriving city with a small town feel conveniently located between the mountains and beaches. St. Pius is fully accredited by AdvancED through the Southern

Association of Colleges and Schools and the Council on Accreditation and School Improvement. This is a wonderful opportunity for an energetic leader to join a vibrant community with supportive parents, dedicated teachers and outstanding, respectful students. The Principal will be a practicing Catholic who is committed to nurturing the spiritual growth of our students. This strong, steady educational leader will continue to build upon our balanced academic curriculum that integrates faith, culture and community. We seek leaders who possess the knowledge and skills to advance curriculum and create opportunities for meaningful staff development. He/she must be qualified for licensing by the North Carolina State Education Department and have a master's degree in education administration or curriculum and instruction with 24 hours of administration coursework. Compensation package will commensurate with qualifications and experience. Qualified candidates with outstanding communications skills can email a cover letter and resume to pkspivey@charlottediocese.org with "Attention: Search Committee" in the subject line.

St. George Village has an immediate opening for a full time **Cook** with rotating morning and evening shifts, including weekends and holidays. This position will set up food on diet carts, advise the supervisor of low inventory items, assist in receiving items and taking inventory as required and perform other kitchen duties as needed or assigned. The ideal candidate will have two years of prior experience correctly and creatively preparing, assembling and cooking food products according to standards set by an executive chef and supervisors. This includes written and unwritten recipes for dining room service, health care service and special functions. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis tests. Please submit resume to sbrown@stgeorgevillage.org or call 678-987-0427.

St. George Village has an immediate opening for part time **Wait Staff**. The hours are Monday thru Saturday, 4:00 p.m. – 9:00 p.m. and Sunday, 9:00 a.m. – 4:00 p.m. The ideal candidate will have at least one year of serving experience (stable job history preferred). Must be able to lift, push and pull up to 50 lbs.; live up to our core values every day; deliver care with person centered efforts; have a high level of customer service; be quality, safety and security focused; contribute to team success; initiate action; make good decisions and have excellent communication skills. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis tests. Please submit resume to sbrown@stgeorgevillage.org or call 678-987-0427.

St. George Village has an immediate opening for a part time **LPN/ Charge Nurse (TOL)**. The ideal candidate will have a professional appearance, caring and compassionate demeanor and be attentive and observant. This position

will assess and observe the health and safety of residents, assist with medication management and documentation and provide resources, information and advice to enhance quality of life. Offer is contingent upon background, drug, physical and Tuberculosis tests. Please submit your resume to sbrown@stgeorgevillage.org.

St. George Village has an immediate opening for a part time **C.N.A. I-Springs** and full and part time **C.N.A. II -TOL** positions. These positions are responsible for assisting residents with daily activities, which include dressing, bathing, grooming, hygiene, using the bathroom, and monitoring and serving residents at mealtime. Must have knowledge of special and modified diets for residents, communicate with other healthcare providers; assist in implementing individual resident care plans; have knowledge and report resident condition changes; communicate with families regarding resident's routine care and schedule; and monitor and maintain appropriate resident records for accuracy and regulatory compliance. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis tests. Please submit your resume to sbrown@stgeorgevillage.org.

St. George Village has an immediate opening for a full time **Outside Housekeeper/Floor Technician**. This flex position works 10:00 a.m. – 6:00 p.m.; keeps the community outdoor living spaces clean, organized and safe; occasionally supports floor care work around the property and cleans apartment homes in the North and South Village or Springs neighborhoods. The ideal candidate will have at least one year of housekeeping/floor tech experience. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis tests. Please submit your resume to sbrown@stgeorgevillage.org.

St. George Village has an immediate opening for a full time **IL Housekeeper**. This position works 7:30 a.m. - 4:30 p.m. Duties include detailed cleaning of resident apartments and common areas; maintaining a safe, home like environment; communicating with staff as needed and any other assigned duties. Must have at least one year of hotel or nursing home experience. Offer is contingent upon satisfactory background, drug, physical and Tuberculosis tests. Please submit your resume to sbrown@stgeorgevillage.org.

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