

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: June 5, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Saint Jude the Apostle Catholic Church located in Sandy Springs has an immediate opening for a part-time (20 hours/week) **Elementary Religious Education Coordinator**. This position reports to the Director of Religious Education and is responsible for organizing, developing, leading and promoting our Elementary Parish School of Religion (PSR) program. This includes Faith & Life, first sacraments, Vacation Bible School, and the Christmas pageant. The Elementary Religious Education Coordinator will recruit, support and train incoming catechists and volunteers and collaborate with other department program leaders to bring cohesiveness to offerings. Sunday mornings are a requirement during the academic year. Some nights and weekends are required depending upon program needs. Qualified candidates have strong organizational and administrative skills; excellent written, interpersonal communication and customer service skills; the ability to work independently and to be a team player; and proficiency in Microsoft Office, including Publisher. Must be a practicing Catholic in communion with the Roman Catholic Church. A parishioner of Saint Jude the Apostle is preferred. Interested candidates should submit a cover letter (please include salary requirements) and resume to Martha Robert at mrobert@judeatl.com or fax to 770-415-3567.

St. George Village in Roswell has an immediate full time open position for a **Licensed Practical Nurse**. This position works the following shifts - 7:00 a.m.-3:00 p.m., 3:00 p.m.-11:00 p.m. and 11:00 p.m.-7:00 a.m. as well as work every other weekend and holidays. The successful candidate will have a professional appearance, caring and compassionate demeanor, and be attentive and observant. This position assesses and observes the health and safety of residents, assisting with medication management, documentation, and provides resources, information and advice to enhance the quality of life. Requirements include: prior nursing experience in a senior environment (at least three years preferred), currently licensed as a LPN in Georgia, CPR certification, experience supervising C.N.A. and other neighborhood staff, clear

background check, assessment, TB and drug test. Candidates must be able to lift, push and pull up to 50 lbs. 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, paid time off accrual after ninety days, evening/night/weekend differential, 401K with company match, bi-weekly pay and direct deposit are available. If you share our same values, please send your resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. Pius X Catholic High School is seeking a **Director of Information Technology**. This position reports to the President and supervises the Assistant Director of Information Technology. The qualified candidate will be a self-starter, have people skills, and the ability to multitask, work independently and as part of a team. Candidate will have experience in a K-12 environment and with many forms of technology. Responsibilities include managing an Information Technology (IT) department; IT research and development; financial planning; day-to-day systems and network; managing BYOD programs (including access and security); and implementing strategic technology initiatives, such as incorporating technology organizational goals, technology platform decision making, developing integration strategies, testing emerging technologies, & forecast budgeting. This position will implement, administer and manage all servers, databases & cloud services; work with Windows servers, Linux, and VMWare hosts; manage extreme network switches and Fortinet Fortigate Firewall; manage the IP telephone system; oversee IP security camera and card access security systems; and manage digital signage servers. Must have a bachelor's degree (MIS, CS or related) or 3 years' minimum equivalent experience. Qualified candidates should send their resumes with a cover letter to Marsha Free, Executive Assistant to the President and Principal at mfree@spx.org. **No phone calls please.**

St. Pius X Catholic High School, a Catholic college-preparatory school, seeks a full-time **Science Teacher** with a current Georgia teaching certificate in Chemistry or broad field certification in any combination of the physical sciences. Qualified candidates must have a master's degree or bachelor of science degree with evidence of continued professional development. Three years of teaching experience with a demonstrated ability to use technology, data, and best practices to enhance student learning and cultivate 21st-century skills are preferred. Candidates should effectively communicate with students and parents, successfully manage a classroom, and have a passion for Catholic education. Please apply via email with a cover letter, detailed resume, and three letters of reference to Mrs. Marsha Free, Executive Assistant to the Principal at mfree@spx.org. **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.