



Memo

Date: August 13, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Family Preschool is seeking a qualified, part-time **Preschool Teacher** to work with 3-year olds five days a week in our half-day program. Candidates should have experience in a preschool setting, teaching or working with young children; a positive, flexible spirit and a love for God and the very young. This position will start immediately. Email resumes to kviets@holyfamilycc.org.

St. John the Evangelist Catholic School, a three time National Blue Ribbon School of Excellence, has an immediate opening for a part-time **Instructional Aide** for 4th Grade. Qualified applicants who love working with children and have a passion for Catholic education may submit a resume to jobs@sjecs.net.

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