



# Memo

**Date:** August 20, 2018  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancy

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**Transfiguration Catholic Church** is looking for a part-time **Bulletin Editor and Social Media Manager** to work 10-15 hours per week. The candidate is responsible for the weekly bulletin and oversees all social media accounts. Qualified candidates will have strong verbal and written communication skills and will be detail oriented and organized. Candidates with experience in Microsoft Publisher and Hootsuite are preferred. If interested, submit a cover letter and resume to Frank Gonzalez at [fgonzalez@transfiguration.com](mailto:fgonzalez@transfiguration.com).

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