



Memo

Date: September 10, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Corpus Christi Catholic Church, located in Stone Mountain, GA, has an immediate opening for a full-time **Director of Faith Formation**. This position is responsible for all facets of faith formation, including but not limited to: recruiting and training volunteer catechists for K- Grade 12 and overseeing LifeTeen, EDGE, RCIA, RCIT and sacramental preparation programs. Qualified candidates must be practicing Catholic in good standing and invested in its teachings; proficient in technology preferably Microsoft Office; have excellent interpersonal skills; strong organizational and communication skills and work well with families within the community and parish staff. This position requires a flexible schedule that includes working weekends, evenings and some holidays to support year-round programming. A master's degree in religious education or theology with five years of related work experience is preferred. Bilingual is a plus. Email cover letter and resume to Marlice Casnave at mcasnave@corpuschristicc.org.

Corpus Christi Catholic Church, located in Stone Mountain, GA, has an immediate opening for a part-time **Youth Minister** to serve the youth of growing and established Life Teen and EDGE programs. The Youth Minister works directly with the Director of Religious Education and a core team of volunteers to ensure that programs run effectively. Must be a practicing Catholic in good standing with creative and extensive youth ministry experience; able to collaborate well in the community and with parish staff; have excellent interpersonal, communication and organizational skills and proficient in technology and social media. A bachelor's degree in religious education is preferred. Bilingual is a plus. This position also requires a flexible schedule that includes working weekends, evenings and some holidays to support year-round programming. Email cover letter and resume to Marlice Casnave at mcasnave@corpuschristicc.org.

St. Peter Claver Regional Catholic School in Decatur, GA, seeks a full-time professional **School Counselor** for the 2018-2019 school year. Qualified candidates will have certification and familiarity with the ASCA National Model. Being familiar with federal programs and teaching experience is preferred. Send cover letter and resume to Susanne Greenwood, Principal, at sgreenwood@spc-school.org or mail to 2560 Tilson Road, Decatur, GA 30032.

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