

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: October 8, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Transfiguration Catholic Church has an opening for a part-time **Bookkeeper**. This person will be responsible for the timely recording of receipts and payables, preparing payroll, reconciling bank and other financial statements and assisting the Director of Finance. Must have over 10 years of accounting/bookkeeping experience; excellent attention to detail and error minimization; good interpersonal skills; a degree in accounting and CPA background or similar. Submit cover letter (must include salary requirements) and resume to Victor Rodriguez at vrodriguez@transfiguration.com.

St. Peter the Apostle Catholic School in Savannah, GA has an immediate opening for a full-time **School Principal**. Candidate must have a master's degree (preferably in education administration/leadership); standard Georgia elementary principal certificate/L6 (hold or eligible for); successful teaching experiences (minimum 3 – 5 years) at the elementary and/or middle school level; catechetical certification (or in process), understanding of Catholic theology and philosophy of Catholic education, evidence of continuing education (leadership experience preferred) and experience with school finance/budgeting requirements and government programs. Must be a practicing Catholic in good standing with their personal philosophy, values and lifestyle consistent with a position of leadership in a Catholic school; able to work collaboratively with parish administration, diocesan personnel, faculty/staff, parents and parish organizations; maintain consistent, positive discipline, respecting each person, as well as an appreciation of cultural differences; articulate and implement a vision for the school in areas of curriculum, spirituality, advancement and technology and create an atmosphere of welcome and open dialogue. VIRTUS training and criminal background check are required for hiring. Please send resume and cover letter

to Michelle C. Kroll, Superintendent for the Diocese of Savannah, at mkroll@diosav.org. **Submission Deadline: January 7, 2019.**

St. Matthew Catholic Church in Tyrone, GA is seeking a part-time (up to 20 hours/week) **Coordinator of Elementary Faith Formation (K-5)**. This position is responsible for recruiting, overseeing and training catechist volunteers and working with families in the formation of children for their sacraments. Candidates must have a background in the Catholic faith, general office skills and be a practicing Catholic that desires to share their faith with our youth. Due to the nature of this job, work hours include Sundays. Bilingual (English/Spanish) is highly desirable. Please send resume to Fr. Kevin Hargaden at fatherkevin@saintmatthew.us.

St. George Village has an immediate opening for a full-time **Outside Floor Technician**. This position works from 10:00 a.m.-6:00 p.m. Responsibilities include walking the grounds weekly to check for safety hazards and maintaining a safe work environment; maintaining and cleaning all entrances (including Wellington Court), outdoor furniture, dog park, parking garages, the bocci ball court, gazebo, umbrellas, un shades and walkways; properly storing all hoses; assisting with set up and breakdown of events; watering plants and vacuuming. The ideal candidate will have experience stripping and waxing floors; cleaning carpets and windows (inside and outside); maintaining refuse rooms, trash shoots and elevators and transporting trash to main dumpster. Please send resumes to Suzanne Brown sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a full-time **Dishwasher/Utility**. This position will receive different shift times depending on the day and business needs. Responsibilities include completing dish machine temperature logs, removing labels from storage containers, cleaning all floors and removing trash. Must have at least six months of commercial experience with general set up, break down, storage, equipment cleaning, washing and sanitizing all utensils used in food preparation. Please send resumes to Suzanne Brown sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a part-time **CDL Passenger Endorsed Bus Driver** that works as needed (PRN). Candidates must have five years of experience caring, maintaining and cleaning community vehicles. This includes regularly scheduled services and updating service logs. This position must be accessible to management during work hours, which includes using a cell phone or pager. Must have a CDL B passenger endorsed license and interact with residents for their transportation needs in a caring, considerate and professional manner. Please send resumes to Suzanne Brown at sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a full-time **Service Tech II**. This position works Monday-Friday, 8:00 a.m.-4:30 p.m. with rotating weekends. Responsibilities include dry wall touch up and repair; apartment painting and trim work; wall construction; site cleanup; lighting review for community and bulb replacement; recording water temperature and state mandated temperature logs; minor plumbing repairs; responding to emergency calls; minor electrical tasks (at the 120 volt level including outlet repair); minor service on HVAC equipment including filter change and thermostat replacement; hanging electrical devices and dimmer switch repair. Must work independently and be able to use hand tools, protection equipment and power tools safely. Please send resumes to Suzanne Brown at sbrown@stgeorgevillage.com.

The Office of Finance at the Archdiocese of Atlanta has an immediate opening for a part-time (25 hours per week/Tuesday, Wednesday and Thursday) **Accounting Assistant for Shared Accounting Services (SAS)**. This position assists staff accountants in performing accounting functions for various parishes, schools and other offices and/or ministries of the archdiocese for whom the Office of Finance has assumed administrative support for financial record keeping. This includes bill payment services, check processing, payroll, data entry, etc. Qualified candidates will have a high school diploma or GED (some college is preferred but not required); basic knowledge of accounting principles; able to manage multiple tasks simultaneously; communicate effectively; and must be computer literate with a working knowledge of Microsoft Office Software (Word, Excel and Outlook). Cover letter and resume should be sent to the Office of Human Resources at catholicjobs@archatl.com. **No phone calls please.**

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