



Memo

Date: November 5, 2018
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Family Catholic Church is looking for a part-time (Monday – Friday, 9:00 a.m.-2:00 p.m.) **Administrative Assistant**. Job tasks include greeting visitors, parishioner registrations, data entry and reporting, event calendar management and other duties as needed. Candidates must be proficient in Microsoft Office; fluent in English and Spanish; have excellent organizational, time management and computer skills; good communication and customer service skills and a strong knowledge of the Catholic faith. Email resume with salary requirements to tcoblebeck@hollyfamilycc.org.

St. Andrew Catholic Church in Roswell, GA is seeking a part-time (15-20 hours per week) **Coordinator of Discipleship**. This position reports directly to the Pastor and is responsible for coordinating and overseeing all aspects of the planning and execution of our established *Alpha* and *Wild Goose* programs, (including program scheduling, volunteers, communication, retreats, etc.). Some evening and weekend work is needed throughout the program period. Must have a passion for evangelization and well-developed skills for coordination, planning and execution. A bachelor's degree in religious studies or related field and bilingual in English/Spanish are a plus. Please send cover letter and resume to Laurie Johnson, Business Resource Director, at ljohnson@standrewcatholic.org.

St. George Catholic Church in Newnan, GA has an immediate opening for a full-time **Office Manager**. This position reports to the Pastor. Responsibilities include preparing the Mass binder and church bulletin; managing all communication outlets, including the parish website; supporting staff, parish ministries and organizations and registration data entry. Must have good communication and interpersonal skills, and strong computer skills, including a working knowledge of Microsoft Office. ParishSOFT Family Suite experience is

a plus, but not required. Qualified candidates will possess a minimum of two years' office experience and be an active Catholic with knowledge of the faith. Interested candidates should submit a cover letter and resume to Mer Cormier at mcormier@stgeorgenewnan.org.

St. Peter Claver Regional Catholic School in Decatur, GA seeks **Substitute Teachers**. Qualified applicants who love working with children and have a passion for Catholic education may submit a letter of interest and resume to Susanne Greenwood at sgreenwood@spc-school.org.

St. Catherine of Siena Catholic School located in Kennesaw, GA seeks a full-time **Middle School Social Studies Teacher** beginning January 2019. Candidates must be faithful to the teachings of the Catholic Church and passionate about Catholic education. Qualified candidates will have current teaching certification and experience working with middle school students. Send cover letter and resume to Sister Mary Jacinta, Principal, at smjacinta@scsiena.org.

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