



# Memo

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

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**Immaculate Heart of Mary Catholic School**, a K-8 elementary school located off I-85 in Atlanta, welcomes applications for **Teachers** for the 2019-2020 school year. Teaching certification required. We offer a competitive salary, full time benefits package and a family-like working environment. Please send cover letter and resume to: Kellie DesOrmeaux, Principal, 2855 Briarcliff Road NE, Atlanta, GA 30329 or email [kdesormeaux@ihmschool.org](mailto:kdesormeaux@ihmschool.org).

**Immaculate Heart of Mary Catholic School**, conveniently located near I-85 in northeast Atlanta, is seeking qualified **Substitute Teachers** to teach students in grades K-8. All applicants are required to attend an archdiocesan substitute training in January and be drug screened. Interested candidates should send a resume to: Kellie DesOrmeaux, Principal, Immaculate Heart of Mary School, 2855 Briarcliff Road NE, Atlanta, GA 30329 or email [kdesormeaux@ihmschool.org](mailto:kdesormeaux@ihmschool.org).

**St. Marguerite d'Youville Catholic Church** in Lawrenceville, GA has an opening for a part-time (15 hours per week) **Music Director**. Must be available for the 5:30 p.m. Mass on Saturdays, 8:30 a.m. and 11:00 a.m. Masses on Sundays, and one weeknight rehearsal. Candidate must have knowledge of Catholic liturgy, be capable of playing the piano and singing, have excellent sight-reading skills and experience directing a choir. Experience playing an organ is a plus, but not required. Please send your resume and salary requirements to [finance@stndy.com](mailto:finance@stndy.com).

**Christ the King Catholic School**, a K-8 parish school located in Atlanta (Buckhead), GA, seeks a dynamic, experienced and visionary **Principal** for the 2019-2020 school year. This position is available July 1, 2019. With a long-standing history of providing quality Catholic education in the Atlanta

community, Christ the King School is a three-time recognized U.S. Department of Education Blue Ribbon School of Excellence. In addition, the parish and school recently completed a \$30 million capital campaign to add a new gymnasium and state-of-the art classrooms to house grades 6-8 for the upcoming school year. Christ the King School enrolls 555 students with a dedicated and professional staff of 75. The school is fully accredited through AdvancED's District-Wide Accreditation of the Office of Catholic Schools for the Archdiocese of Atlanta. The successful candidate will be a practicing Catholic in good standing with the Catholic Church and an experienced Catholic elementary school instructional leader who possess superior communication and collaboration skills. Additional requirements include a minimum of a Master's degree (doctorate preferred) in Educational Leadership; five years of Catholic school chief administrator experience; skilled in leading and managing a large campus facility; have a collaborative leadership style to engage others in the mission of Catholic education; demonstrate knowledge in current areas of pedagogy and professional development and exhibit excellent instructional leadership. Salary and benefits are competitive and commensurate with experience. A moving allowance is also available. The Catholic Schools in the Archdiocese of Atlanta is certified as a Drug-Free Workplace. For more information on the school, visit [www.christking.org](http://www.christking.org). Send resume, letter of interest and three professional references by January 15, 2019, to Diane Starkovich, Ph.D. Superintendent of Schools at [dstarkovich@archatl.com](mailto:dstarkovich@archatl.com). **No phone calls please.**

**St. George Catholic Church** in Newnan, GA has an immediate opening for a full-time **Office Manager** that reports to the Pastor. Responsibilities include preparing the Mass binder and church bulletin; managing all communication outlets, including the parish website; providing support to all staff, parish ministries and organizations and all registration data entry. Must have good communication and interpersonal skills, as well as strong computer skills, including a working knowledge of Word, Excel, Outlook, Publisher and PowerPoint. Parish SOFT Family Suite experience is a plus, but not required. Qualified candidates will possess a minimum of two years' office experience, knowledge of the Catholic faith and be an active, practicing Catholic. Interested candidates should submit a cover letter and resume to Mer Cormier at [mcormier@stgeorgewnan.org](mailto:mcormier@stgeorgewnan.org).

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