



Memo

Date: January 14, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

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. Andrew the Apostle Catholic Church in Apex, NC is seeking a **Director of Music**. Our parish is searching for a dynamic individual to oversee a growing program that serves over 3,000 families. We are located within the Research Triangle of Raleigh, Durham & Chapel Hill, NC. We are a short drive away from downtown Raleigh, our state's capital. Our quaint little town of Apex was featured in Forbes, Money Magazine & Family Circle as among the top 10 best places to live in the United States. Candidates for this position should have the ability to lead and supervise volunteer musicians at all levels to staff five weekend Masses, Holy Days, Weddings, Funerals and other Liturgical Celebrations. Our parish has very active choirs. The parish is in the process of purchasing and installing a new 3 manual, 59 stop Phoenix digital organ. In addition, we own a Boston grand piano and 3 octaves of Malmark hand bells. Applicants should have strong choral conducting, advanced organ, piano and vocal skills. Visit www.saintandrew.org for full job description.

St. George Village has an immediate opening for a full-time and part-time **Skilled Care/Nursing Home C.N.A.** The shifts are 7:00 a.m.-3:00 p.m. and 3:00 p.m.-11:00 p.m. The ideal candidate will have a professional appearance, caring and compassionate demeanor and be attentive and observant. Responsibilities include assessing and observing the health and safety of residents; assisting with resident care; completing documentation and provide resources, information and advice to enhance the quality of life. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a part-time **Wait Staff**. The hours are Monday thru Saturday, 4:00 p.m. – 9:00 p.m. and Sunday, 9:00 a.m. – 4:00 p.m. The ideal candidate will have at least one year of serving experience (stable job history preferred). Must be able to lift, push and pull up to 50 lbs.; live up to our core values every day; deliver care with person centered efforts; have a high level of customer service; be quality, safety and security focused; contribute to team success; initiate action; make good decisions and have excellent communication skills. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. George Village has an immediate opening for a full-time **Housekeeper**. This floater position works Monday-Friday, 7:30 a.m.-4:00 p.m. or 8:00 a.m.-4:30 p.m. and rotating weekends. Duties include detailed cleaning of resident apartments and common areas; maintaining a clean, safe and home like environment; maintaining communication and other assigned duties. Please send resume to Suzanne Brown at sbrown@stgeorgevillage.com.

St. Marguerite d'Youville Catholic Church in Lawrenceville has an opening for a part-time **Music Director**. Must be available for 8:30 a.m. and 11:00 a.m. Masses on Sunday, and one weeknight rehearsal. Position will average 13 hours per week. Candidate must have a knowledge of Catholic liturgy, be capable of playing the piano and singing, have excellent sight-reading skills and experience directing a choir. Playing the organ is a plus, but not required. Please send your resume and salary requirements to finance@stmdy.com.

St. Marguerite d'Youville Catholic Church in Lawrenceville has an opening for a **Pianist/Vocalist** for the 5:30 p.m. Mass on Saturdays. Candidate must have a knowledge of Catholic liturgy, be capable of playing the piano and singing and have excellent sight-reading skills. Please send your resume and salary requirements to finance@stmdy.com.

Please make these announcements available to your employees and publish in your parish newsletter and bulletins for the month of January 2019. Thank you.