



Memo

Date: August 10, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Matthew Catholic Church located in Winder, has an immediate opening for a part-time **middle school youth minister** who will coordinate ministry services to help encourage youth to live as disciples of Jesus for their personal and spiritual growth. Responsibilities include coordinating weekly catechetical sessions using the Life Teen/EDGE program, leading core meetings, assisting volunteer catechists and providing ongoing communications with parents. Candidate must be a practicing Catholic with knowledge of Catholic liturgy and sacramental requirements. Minimum 2-3 years of experience in office environment with working knowledge of Microsoft Office. Strong communication and organizational skills are a plus. Interested candidates should submit resume with cover letter including salary requirements to the Business Manager at busmgr@saintmatthewcc.org.

Corpus Christi Catholic Church, a multi-cultural parish in Stone Mountain, has an immediate opening for a part-time **parish receptionist/secretary** to work Monday – Friday. The successful candidate will possess strong organizational and communication skills, strong attention to detail, courteous and efficient phone etiquette, and proficient use of office computer software including Microsoft Word, Excel, Outlook and ParishSoft. This position requires the ability to handle multiple projects and priorities. Experience in a church setting is highly desirable. The preferred candidate will be bilingual (English/Spanish). Please send cover letter (including salary requirements) and resume to Marlice S. Casnave, Business Manager, at mcasnave@corpuschristicc.org. **No phone calls please.**

Corpus Christi Catholic Church, a multi-cultural parish in Stone Mountain, has an immediate opening for a part-time **facilities technician**. Maintaining our church and facilities in a neat, clean and safe condition is a priority. Applicant must be a motivated individual able to perform duties, which require physical activity. Duties include, but are not limited to: general building

maintenance, general repairs and projects throughout the property. Experience in building maintenance is preferred. Interested candidates should submit a cover letter and resume to Marlice S. Casnave, Business Manager, at mcasnave@corpuschristicc.org. **No phone calls please.**

St. Joseph Catholic School, a National Blue Ribbon School of Excellence, is accepting applications for a **certified elementary school teacher** for the 2020-2021 school year. This position is a full-time position and offers a competitive salary with benefits. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in working in a faith-based community setting, please send a cover letter and resume to Dr. Patricia Allen, Principal, at pallen@stjosephschool.org.

St. Joseph Catholic School, a National School of Excellence, is accepting applications for a **certified Spanish teacher** for the 2020-2021 school year. This position is a part-time position and offers a competitive salary. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in teaching in a faith-based community setting, please send a cover letter and your resume to St. Joseph Catholic School, Attention Dr. Patricia Allen, 81 Lacy Street, Marietta, GA, 30060. You may also email your information to pallen@stjosephschool.org.

St. Francis of Assisi Catholic Church in Blairsville has an immediate opening for a part-time **business and HR manager**. This position is responsible for several employees, accounting practices, safe environment and HR processes, and management of the facilities operations. Oversight of all accounting and payroll processes, postings and reconciliations and monthly and annual reporting is required. Hours will be between 24-28 per week. Please send letters of interest to James Gioia at office@stfrancisblairsville.com.

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