



Memo

Date: July 3, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Holy Family Catholic Church located in Marietta has an immediate opening for a part time (20 hours/week) **Bilingual Faith Formation Coordinator**. Candidate should be fluent in both English and Spanish. This position reports to the Director of Elementary Education and is responsible for supporting our Faith Formation program. Responsibilities for this position include supporting program registration, volunteers, sacrament preparation classes and Vacation Bible School. Sunday mornings and Monday evenings are required during the academic year. Some nights and weekends are also required depending upon program needs. Qualified candidates will have strong organizational and administrative skills; excellent written, interpersonal communication and customer service skills; the ability to work independently and to be a team player; and proficiency in Microsoft Office. Qualified candidates are practicing Catholics in communion with the Roman Catholic Church. Interested candidates should submit a cover letter (please include salary requirements) and resume to Ted Colebeck at tcollection@holyfamilycc.org.

Holy Family Catholic Church located in Marietta has an immediate opening for a part time (12 hours/week) **Facilities Specialist-Maintenance**. This position will complete task lists as assigned by the Facilities Manager, which include, but are not limited to: minor building and equipment maintenance and repairs; touch up painting; replacing light bulbs, ballasts and ceiling tiles; dry wall and plumbing repairs; minor carpentry work; supply inventories; and preventive maintenance on vacuum cleaners, utility vehicle, etc. The qualified candidate will understand the Emergency Management Manual; monitor all restrooms; and move tables, chairs and specialty furniture for special events. Ability to speak both English and Spanish is a plus. Interested candidates should contact Charlie Crawford, Facilities Manager at ccrawford@holyfamilycc.org.

St. Thomas the Apostle Preschool in Smyrna, GA is now interviewing for experienced part time **Preschool Teachers, Teacher Aides** and **Substitute**

Teachers for the 2017-2018 school year. Our mission is to offer a loving environment that will enable each child to grow spiritually, emotionally, socially, intellectually and physically. Through the guidance of our teachers and staff, the children will learn about respecting themselves and others, sharing, listening and experiencing God's love. Our program is designed to build on the child's learning and experiences at home as well as to expose them to group situations. We welcome all children regardless of their national origin, race or religion. To apply for a position, please send your resume to: sttapreschool@stthomastheapostle.org.

St. Benedict Catholic Church in Johns Creek, GA is seeking applicants for a part time **Life Teen Music Worship Leader** to plan and direct music for the 5:00 p.m. Sunday Teen Mass. This person will plan and lead weekly rehearsals for the Cornerstone Life Teen Choir and band throughout the year and provide opening praise and worship immediately following the Mass. This position is responsible for gathering a musical group to lead praise and worship at teen retreats. The work week generally consists of 10 hours of preparation, planning, rehearsal and performance per week throughout the year. A bachelor's degree in music from an accredited college or university and/or a minimum of 5 years' experience directing a teen choir and band in a liturgical setting is required. To apply, email your resume to slorusso@uga.edu. **No phone calls please.**

Our Lady of Victory Catholic School, a K-8 school located in Tyrone, Georgia, is seeking a part-time **Library/Media Specialist** for the 2017-2018 school year. Certification is highly desirable and MLS preferred. Please submit your letter of interest and resume to George Wilkerson, Principal, at gwilkerson@olvpatriots.org. **No phone calls please.**

Please make these announcements available to your employees and publish it in your parish newsletter and bulletins for the month of July 2017. Thank you.