



Memo

Date: April 1, 2019
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

St. Joseph Catholic School, a Blue Ribbon School of Excellence, is seeking an **Assistant Principal** for the 2019-2020 school year. The primary job responsibilities of the Assistant Principal would be to oversee the areas of student discipline, curriculum, scheduling, and school safety procedures, in addition to assisting the principal. We are searching for dynamic practicing Catholic candidates who are in full communion with the Church. Qualified candidates should possess a master's degree in Educational Administration, have a minimum of 5 years teaching experience, possess excellent communication skills, and be able to work effectively with members of the school community. 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 Blue Ribbon School of Excellence, is accepting applications for a certified **School Guidance Counselor** for the 2019-2020 school year. The counselor is primarily responsible for the implementation of the guidance curriculum, individual and small group counseling, and working with members of the school community. This full-time position is for an energetic, creative individual 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 your resume to Dr. Patricia Allen, Principal, at pallen@stjosephschool.org.

Blessed Trinity Catholic High School is seeking a full-time **Physical Education Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience. Bachelor's degree in Physical Education

and certification in Georgia required. Preference is given to those with a master's degree. A requirement of the job is to contribute to the school community by coaching two sports. Ability to be a Head Girls soccer coach or be an Assistant Coach in softball, cross country, track, or football is a plus. Qualified candidates should mail a cover letter, resume, and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or pdf to resumes@btcatholic.org.

St. Andrew Catholic Church in Roswell, GA has an opening for a part-time salaried (exempt) **Preschool Director**. This position is responsible for the daily operations, planning, supervision, health and safety, fiscal and legal aspects, and early faith formation of the preschool's attendees. Please submit letter of interest and resume to Laurie Johnson, Director of Business Resources at ljohnson@standrewcatholic.org. **No phone calls please.**

Catholic Charities Atlanta is seeking a dynamic, outgoing and professional **Special Events and Community Outreach Coordinator** to join our team. In this key position on the Mission Advancement team, the Special Events and Community Outreach Coordinator will be responsible for overseeing fundraising and outreach events as well as executing all event logistics. Events include, but are not limited to all Catholic Charities Atlanta Leadership Class events, Faces of Hope tours, networking events, and the agency's largest annual fundraiser—the Spring CCA Soirée. The Special Events and Community Outreach Coordinator will also be responsible for building and maintaining relationships with donors, sponsors, program managers and prospects. This position will also oversee the Young Professionals Society. If you are interested, please email resume and cover letter with "Special Events & Community Outreach Coordinator" in the subject line to ccaemployment@catholiccharitiesatlanta.org. Qualifying candidates will be selected and contacted for interviews.

Blessed Trinity Catholic High School is seeking a full-time **Social Studies Teacher** for the 2019-2020 school year. Candidates must have prior high school teaching experience. Bachelor's Degree in History or Social Studies Education and certification in Georgia is required. Teaching experience in United States History and World History is preferred. A requirement of the job is to contribute to the school community in other ways, including: coaching sports (preferably football), sponsoring clubs, or taking on additional responsibilities. Interested and qualified candidates should mail a cover letter, resume, and references to Ms. Cathy Lancaster, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, Georgia 30075, or attach as a Word document, Google doc or pdf to resumes@btcatholic.org.

Saint Joseph Catholic Church in Marietta is seeking a full-time **Parish Secretary**. The position is salaried, with benefits. The candidate will need to have excellent organizational skills with the ability to multi-task. People and time management skills are necessary along with strong computer skills. Job tasks include greeting and working with visitors, keeping calendars, duty

schedules for the clergy and the preparing of weekly Mass books. The candidate must have good communication and problem solving skills and a strong knowledge of the Catholic Faith. Knowledge of Spanish would be an advantage. Please submit resumes to Deacon Bruce Reed at breed@saintjosephcc.org.

Our Lady of Mercy Catholic High School is seeking a qualified **Math Teacher** for the 2019-2020 school year. Candidates with experience in Algebra and Pre-Calculus are preferred. Teaching certification is required. Our Lady of Mercy is a drug-free workplace and offers a competitive salary as well as a complete benefits package. If you are interested in teaching in a college preparatory high school with a strong community-oriented environment, please send a letter of interest, teaching philosophy and resume to Bill Dooley, Principal, Our Lady of Mercy Catholic High School, at bdooley@mercycatholic.org.

Christ the King School, a K-8 parish school located in the Buckhead community of Atlanta, GA, seeks a part-time **Guidance Counselor** for the 2019-2020 school year. Applicants should possess certification and a Master's degree in counseling. Professional Educator application may be obtained via website at www.christking.org. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Letters of interest, applications and resumes may be emailed to bnewhall@christking.org.

Christ the King School, a K-8 parish school located in the Buckhead community of Atlanta, GA, seeks a full-time, self-motivated **Gifted Teacher** for the 2019-2020 school year. The qualified candidate should possess the ability to ensure student success using differentiated instruction with established curriculum guidelines. Responsibilities include instructing students using effective teaching methods, preparing and providing professional development to staff, and supporting the instructional process by working collaboratively with other teachers. A practicing Catholic, with a minimum of five years teaching experience and a Gifted Endorsement is preferred. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send letters of interest and resumes to bnewhall@christking.org.

Christ the King School, a K-8 parish school located in the Buckhead community of Atlanta, GA, seeks an experienced **Director of Advancement** for the 2019-2020 school year. The Director of Advancement will report directly to the Principal. Responsibilities include, but are not limited to, coordinating all aspects of the school's advancement efforts, implementing an advancement plan including annual fund, endowment, grant writing, capital campaigns and other giving. The candidate must be a self-starter and possess organizational, communication, and technology skills. In addition, the candidate should have experience working with Raiser's Edge. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. Please send letters of interest and resumes to bnewhall@christking.org.

St. Peter Chanel Catholic Church in Roswell, GA is seeking a full-time **Middle School Coordinator**. This person is responsible for developing and executing parish based programs for our middle school population and providing opportunities for formal catechesis, community engagement, worship and service experiences. The Middle School coordinator also serves on the Confirmation team. The ideal candidate: lives out the Catholic faith; has a strong knowledge and respect for the teachings of the Catholic Church; strong organizational and leadership skills; willing to work flexible hours including evenings and weekends. This position reports to the Director of Religious Education and works with the Religious Education team in program development and implementation to achieve the overall goals of Faith Formation for the parish. Please send cover letter and resume to rpotts@stpeterchanel.org.

Blessed Trinity is seeking a full-time **Director of Bands and Instrumental Music** for the 2019-2020 academic school year. The candidate must have demonstrated successful prior experience teaching band at the middle school and/or high school level. A Bachelor's Degree in Music Education is required; however, a Master's degree is preferred. The candidate must hold a valid Georgia teaching certificate or be in process of earning Georgia certification.

This is an excellent opportunity for a teacher with strong oral and written communication skills, who is interested in inspiring young people musically while employing effective leadership skills while managing a comprehensive and well-established band department. The Band is an integral part of our well-known Fine Arts Program and provides support in all facets of the Performing Arts Programs. Some of the responsibilities are directing the High School Symphonic Band, preparation and direction of instrumental ensemble for the annual Broadway Musical Theater, and a daily hour (5 days/week) with the concert bands at Queen of Angels. Directing the Titan Drumline, which performs during athletic and school events. Additional teaching responsibilities include AP Music Theory, History of American Music, and World Percussion. For additional information, including required duties, please see posting on the Blessed Trinity Employment Opportunities web page; <https://www.btcatholic.org/AboutUs-EmploymentOpportunities>

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