



Memo

Date: June 8, 2020
To: Pastors/Administrators and department heads
CC: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

The Archdiocese of Atlanta is accepting applications for **substitute teachers** for the 2020-2021 school year. Candidates for the positions of substitute classroom teachers must either possess a current teaching certificate, from Georgia or another state, or complete the validation process training sponsored by the Office of Catholic Schools. Interested candidates should submit a letter of interest and resume to the Archdiocese of Atlanta Catholic school nearest them (see directory here: <https://archatl.com/offices/catholic-schools/catholic-schools-directory/>) or contact Dr. Connie Urbanski at curbanski@archatl.com. **No phone calls please.**

Mary Our Queen Catholic Church has an immediate opening for a part-time **parish administrative assistant** to serve as the initial contact for those visiting the parish office, as well as to provide administrative support to the parish and parish staff, volunteers and parishioners. The incumbent will be expected to work three (3) days (Monday, Wednesday and Friday) and up to a maximum of 18 hours per week. Qualified candidates must possess: high school diploma or GED and a minimum of two to three years of related work experience, preferably in a church setting. Strong computer skills are a must with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel). Candidates should be able and willing to learn new software. Strong organizational, customer service and communications (verbal and written) skills and abilities are a must. Cover letter (with salary expectations) and resume should be directed to office@maryourqueen.com. **No phone calls please.**

Mary Our Queen Catholic Church has an immediate opening for a part-time **registrar** to maintain parish registration of all members. The incumbent will ensure that new members are registered accordingly. The registrar participates in the outreach and welcoming ministry of the parish and coordinates with the

Welcoming Committee Ministry. The incumbent will be expected to work two (2) days and up to a maximum of 15 hours per week. Qualified candidates must possess: high school diploma or GED and a minimum of two to three years of related work experience. Strong computer skills are a must with intermediate knowledge in Microsoft Office Software (Outlook, Publisher, Word and Excel). Candidates should be able and willing to learn new software. Strong organizational, customer service and communications (verbal and written) skills and abilities are a must. Cover letter (with salary expectations) and resume should be directed to office@maryourqueen.com. **No phone calls please.**

St. Oliver Plunkett Catholic Church in Snellville has a part-time opening for a **coordinator of Hispanic Ministry**. The goal of the coordinator of Hispanic Ministry is to develop programs that integrate these cultures into the existing church community. Working within the Hispanic community, this individual will provide a bridge to the parish and the diocese in communicating the needs of this community. Some of the responsibilities include, create and prepare the weekly parish Spanish bulletin page; deliver announcements at the weekly Spanish Mass coordinating with the parish announcements and any announcements specifically for the Hispanic community; organize any special events for the Hispanic community, including advertisement and invitations; work toward parish registration of the Hispanic community; coordinate the various Hispanic ministries and prayer groups connecting them with existing ministries and organizations. The ideal candidate should be an active practicing Catholic in full communion with the Church; have catechetical/parish ministry experience with Hispanic Communities and be bilingual. A bachelor's degree, or its equivalent, in religious education, pastoral ministry, theology or similar field is required. Should be able to use Microsoft Word, Excel and PowerPoint, and work within the parish data system. Must be able to communicate via email, text messaging and other social media platforms, including the Internet, Facebook, etc. Flexible schedule in order to meet the needs of the people in the Hispanic community necessary. Qualified candidates should send resume to Pat Bulger, Business Manager, at pbulger@stolivers.com. **No phone calls, please.**

Queen of Angels Catholic School is seeking a part-time **Spanish teacher** for grades K-5 for the 2020-2021 school year. Candidates should have prior teaching experience and a bachelor's degree in Spanish or be certified in elementary education. A requirement of the job is to contribute to the school community, including responsibilities associated with the elementary education. Queen of Angels is a drug-free workplace environment. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled team of educators should email a cover letter, resume and references to Dr. Jamie Arthur, jarthur@qaschool.org.

Queen of Angels Catholic School is seeking a part-time **language lab facilitator for middle school Spanish** for the 2020-2021 school year. Preferred candidates should have a college degree; familiarity with the Spanish language; proficiency in technology such as spreadsheets, Chromebooks and Google classroom. A requirement of the job is to contribute to the school

community, including responsibilities associated with the middle school education. Qualified candidates who possess enthusiasm for Catholic education and are interested in joining a faith-filled team of educators should email a cover letter, resume and references to Dr. Jamie Arthur, jarthur@gaschool.org.

Immaculate Heart of Mary Catholic School, conveniently located near I-85 in northeast Atlanta, is seeking qualified candidates to be included on the school's **substitute teacher** list. Substitute teachers are needed to teach students in grades K-8. All applicants are required to attend an archdiocesan substitute training and be drug screened. Interested candidates should send resume to Kellie DesOrmeaux,, IHM School, 2855 Briarcliff Road, NE, Atlanta, GA 30329, or email Laura Cichanski at lcichanski@ihmschool.org.

Our Lady of Mercy Catholic High School is seeking a **visual arts teacher** for the 2020-21 school year. Candidates should have prior high school teaching experience and a bachelor's degree. Certification in the State of Georgia is required. Preference is given to those with a master's degree. Our Lady of Mercy offers a drug-free environment, is in full compliance with federal statutes for non-discrimination in its employment practices and is fully accredited through AdvancED/Cognia District-Wide Accreditation. Interested and qualified candidates should mail a cover letter, resume and a statement of educational philosophy to Mr. Bill Dooley, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach as a Microsoft Word document or PDF and send to bdooley@mercyatholic.org.

Christ the King School, a K-8 archdiocesan parish school located in the Buckhead community of Atlanta, seeks a **curriculum coordinator** for the 2020-2021 school year. The successful candidate will be a thoughtful, experienced educator who possess the following qualifications: a personal commitment to Catholic education; current master's degree in curriculum and instruction, educational leadership or related field; certified administrator or eligible for certification; a minimum of five years academic classroom instruction experience; the ability to maintain confidentiality, a thorough understanding of curriculum alignment K-8; highly developed organizational and technology skills; knowledge of current educational research and best practices; the ability to analyze test data; and excellent oral and written communication skills. Christ the King School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Professional educator application is available via website at www.christking.org. Application and resume should be emailed to mbryan@christking.org.

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