



Memo

Date: June 12, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancies

Mary Our Queen Catholic Church has an opening for a **Youth Minister**. The right candidate will grow our middle school, high school and Confirmation programs. For a job description or to send your resume, please contact Elizabeth Piper at epiper@maryourqueen.com or 773-373-7847.

Prince of Peace Catholic Church, located in Flowery Branch, GA, is seeking two part-time **EQUIP Team Assistants (Bilingual English/Spanish)**. Prince of Peace has recently revamped our approach to parish life with a focus on fostering intentional disciples of Jesus Christ. The EQUIP Team offers dynamic opportunities for adults and families to build upon their knowledge of the Kerygma (through ALPHA) and dive deeper into the rich traditions and history of Catholic faith. A potential EQUIP Team Assistant will be an active member of a Roman Catholic community with an understanding of Church teachings and have experience in a position of trust and confidentiality. Preference is given to candidates with previous parish experience and effective and fluent bilingual communicators in English and Spanish (verbal and written). The successful candidate will demonstrate ability to prioritize needs, work efficiently and be proactively prepared for upcoming events and celebrations related to EQUIP. Candidates must be flexible in a changing environment and satisfactorily represent Prince of Peace to those who call, write or visit. Must have effective interpersonal skills, sees himself/herself as a team player, and exhibit a welcoming, positive attitude. Resume submissions and detailed responsibilities related to the EQUIP Team Assistant positions are available at www.popcatholicchurch.org/employment.

St. Joseph Catholic School, a National Blue Ribbon School of Excellence located in Marietta, is accepting applications for a certified **English/Language Arts Teacher** for the 2017-2018 school year. Major teaching responsibilities include instructing accelerated students in grades 3-8 in the subject areas of reading and English. This position is part-time and offers a competitive salary. If you are interested in teaching in a faith-based community setting, please

send a cover letter and your resume to Pat Allen at pallen@stjosephschool.org or by fax to 770-424-2960.

St. Joseph Catholic School in Marietta is seeking qualified **Substitute Teachers** for the 2017–2018 school year. Experience is preferred and hours vary as needed. Interested candidates should contact Jill Rice at jrice@stjosephschool.org for further information about training and opportunities.

Immaculate Heart of Mary School (IHM) has an opening for a full time (10 month) **Fourth Grade Teacher** for the 2017-2018 school year. IHM School is conveniently located off I-85 in northeast Atlanta. Interested candidates should send letter of interest and resume to: Kellie DesOrmeaux, principal, at kdesormeaux@ihmschool.org or 2855 Briarcliff Road NE, Atlanta, GA 30329.

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