



# Memo

**Date:** August 12, 2019  
**To:** Pastors/Administrators and Department Heads  
**CC:** Parish Secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position Vacancy

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**St. Joseph Catholic Church** in Marietta, GA is accepting applications for a part-time **IT Manager** position. Qualified applicants must have experience maintaining computer systems in a Church/small business setting and in website maintenance. Must be able to work with Church staff and interface with an outside IT services company. Applicants should have a minimum of a bachelor's degree in technology or related experience. St. Joseph parish offers a drug-free workplace and is in full compliance with federal statues for non-discrimination in its employment practices. Interested candidates should send a cover letter and resume to [breed@saintjosephcc.org](mailto:breed@saintjosephcc.org).

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