

THE ROMAN CATHOLIC
ARCHDIOCESE OF ATLANTA



Memo

Date: July 12, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position vacancies

St. Stephen the Martyr Catholic Church has an opening for a part-time (20 hours per week/ Monday through Thursday) **administrative assistant**. This position is responsible for supporting the pastor in varied administrative needs including greeting all visitors, answering phones, data entry of registrations and posting of contributions, publishing the weekly bulletin, updating the website and Facebook page. The position requirements include but are not limited to: strong working knowledge of the Catholic Church and Catholic teachings, customer service skills, proficiency in Microsoft Office, ParishSoft (ability to be trained) and excellent verbal and written communications. Interested candidate may submit a cover letter with salary requirements, references and resume to busmgr@sstmcc.org. **No phone calls, please.**

St. George Village, Roswell's first senior living Life Care community is seeking a part-time **licensed practical nurse** that would be able to work 11 p.m. - 7 a.m. and work weekends and holidays. This LPN candidate would possess a professional appearance, caring and compassionate demeanor, as well as be attentive and observant, possess a license in the state of Georgia and have CPR certification. They must have at least five years of experience working in an Assisted Living or Memory Care community supervising C.N.A's, assessing and observing health and safety of residents, assisting with Medication Management, documentation; provide resources, information and advice to enhance quality of life. Please send cover letters and resumes to Suzanne Brown at sbrown@stgeorgevillage.org.

St. Brendan the Navigator is looking for a part-time, **bilingual** (Spanish and English) **youth coordinator** to lead the Confirmation and young adults' group. Candidate needs to have experience working with teens and young adults and

have a dynamic and positive attitude. This position works directly with a team of volunteers, a priest and the Director of Faith Formation. The hours are Sundays, Wednesdays and some Saturdays per month. If interested please contact Veronica Ruiz at vrui@stbrendansatl.com.

The Preschool at All Saints in Dunwoody seeks experienced **preschool teachers and substitutes** for the 2021-22 school year. A qualified candidate must have a positive and nurturing attitude and enjoy watching children develop and grow in a loving and Catholic environment. A degree in education is ideal, however not required. A degree in a related field and experience working with children is preferred. To apply, please email director, Hope Long at pasdirector@allsaintsdunwoody.org.

St. Luke the Evangelist, in Dahlonaga, is seeking a part-time **choir director**. The essential job duties include the developing and directing the sacred music program, including adult (Sunday 10:45 a.m.) and children's choirs, cantors (8 a.m. and 5 p.m.) and schola (occasional). The successful candidate will lead a practice of the adult choir once during the week and before 10:45 a.m. Mass. The individual will train and schedule cantors, manage, schedule and coordinate organists and instrumentalists, plan music for three weekend Masses, all Holy Days, and special liturgies as determined by the pastor. Additional responsibilities include managing the music budget, oversee purchasing of music, liturgical books and resources as needed for the music program; see to the maintenance instruments belonging to the parish, oversee the creation of worship programs for selected liturgical activities such as processions, pageants and ecumenical events. Approve music for funerals and oversee funeral liturgy music; approve the use of outside groups using the church for civic events and perform other position-related tasks as deemed necessary or assigned by the pastor. Applicant must have knowledge and love of the Church's tradition of sacred music and the relevant documents governing sacred music and has a desire to implement the Church's vision of sacred music. Personal maturity and flexibility, an appreciation for the role of music in the path of discipleship and commitment to assisting the faithful in their understanding of and participation in the sacred liturgy. Proficiency in choral conducting, voice instruction and development and the teaching of chant and polyphony. Desire to work closely with the pastor in a supportive role to best serve the musical needs of the parish. Excellent interpersonal skills and a zeal for catechesis and completion of annual diocesan safe environment training. Those interested may contact the pastor of St. Luke the Evangelist, Rev. Matthew Dalrymple. mdalrymple@stlukercc.org.

Holy Redeemer Catholic School, a National Blue Ribbon School of Excellence located in Johns Creek, Georgia, is accepting applications for a certified part-time **French teacher** for the 2021-2022 school year. This position requires one full day or two half days of instruction in primary and intermediate grades. Holy Redeemer offers a drug-free workplace and is in full compliance with federal statutes for non-discrimination in its employment practices. Send resume and letter of interest to Lauren Schell, principal, Holy Redeemer

Catholic School, 3380 Old Alabama Road, Johns Creek, GA 30022 or to lschell@hrcatholicsschool.org. **No phone calls, please.**

St. Michael Catholic Church in Woodstock is searching for a fun, energetic **preschool assistant teacher**. Certification is not required. The position is Monday through Thursday, 8:30 a.m. to 1:30 p.m., working with three year olds. Send resume or questions to tbarnhill@saintmichaelcc.org.

Our Lady of Mercy Catholic High School (OLM) is accepting applications for a full-time **Spanish teacher** position for the 2021-22 school year. Candidates should have a bachelor's degree. OLM 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 and resume to Ms. JoAnn McPherson, Principal, Our Lady of Mercy Catholic High School, 861 GA-279, Fayetteville, Georgia 30214, or attach a PDF and send to jam@mercycatholic.org.

St. George Village, Roswell's first life plan community is seeking a **life enrichment and transportation manager**. We are a certified Eden at Home community, and our mission is to have a Person Directed Care experience to enhance the life of each resident. We develop activities to around residents' interests; assist them if they are struggling with a domain of well-being and communicate concerns to the wellness nurse for triage. Candidate must have at least three years of experience supervising employees, working with vendors in coordinating and scheduling activities (weekly, overnight and holiday programs and special events). This candidate would be responsible for the development and implementation of programs that enhance and promote the highest level of wellbeing for the independent living resident population. Successful candidate will schedule weekly outings and occasional independent living overnight trips; present programs and events that foster and support the physical, social, psychological, emotional and spiritual aspects of the residents' lives and coordinate events for new residents to help with engagement into the community. This candidate would also work collaboratively with the wellness nurse to provide oversight of all contracted services offered directly to independent living residents as well as the bus drivers. This candidate would work collaboratively with marketing and wellness services in accepting the handoff from marketing and taking the responsibility to help new residents assimilate into the community; follow up with the resident mentors to be sure new residents transition smoothly to activities and events and coordinate special events for new resident/mentors to help with their engagement into the community. SGV is an EOE, AA, M/F/ veteran/ disability employer. Please forward all cover letters and resumes to SBrown@stgeorgevillage.org.

Blessed Trinity Catholic High School, in Roswell, is currently seeking **social studies teachers** for the 2021-2022 school year. Qualified candidates should have prior high school teaching experience. It would be beneficial if the applicant has coaching experience. Please apply via email with a cover letter, a

detailed resume and three recent professional references to Mrs. Nancy-Jane DiPrima, Assistant to the Principal, at resumes@btcatholic.org. **No phone calls please.**

Immaculate Heart of Mary Church is looking for a **temporary employee** to assist in the parish office while our **receptionist** is on maternity leave. This is a temporary position for six weeks in August/September. Computer skills and fluency in English and Spanish are required. Brief training will be offered in July. For more information, contact Rich Plachta, Business Manager, at 678-522-6138.

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