



# Memo

**Date:** July 26, 2021  
**To:** Pastors/Administrators and department heads  
**Cc:** Parish secretaries  
**From:** Marquita Richburg, Manager, Office of Human Resources  
**Re:** Position vacancies

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**Holy Family Catholic Church**, in Marietta, is accepting applications for a part-time **Faith Formation coordinator** with excellent computer skills and experience with Microsoft Office. This is a support position for Faith Formation staff and volunteers. Responsibilities include assisting on Sunday mornings and some weekday evenings, data entry, processing registrations, setting up classrooms and communicating with parents and volunteers. Qualified candidates must have excellent communication and customer service skills and must be practicing Catholics. Catechist or teaching experience and bilingual in English and Spanish preferred. Please send cover letter and resume to Kathleen Daigle at [kdaigle@holyfamilycc.org](mailto:kdaigle@holyfamilycc.org).

**St. Lawrence Catholic Church** is looking for a full-time **director of Faith Formation**. This position is responsible for the overall direction and management of the Faith Formation programs and staff, including children's, middle school, and high school ministries; adult education; RCIA; Safe Environment. The Director of Faith Formation provides supervision for baptisms, first Communion and confirmation, as well as maintenance of appropriate sacramental records. Qualified candidates must be practicing Catholics with knowledge of Catholic teachings; proficient in technology and Microsoft Office; willing to learn church software; possess interpersonal, organizational and communication skills; work well within the St. Lawrence community and staff. Bilingual (English/Spanish) would be an asset, but it is not necessary. This position reports directly to the Pastor and requires a flexible schedule that includes working some weekends and evenings to support year-round programming. A degree in education or theology with three years of experience is preferred. Please email cover letter with salary requirements and resume to Carol Ranft, [cranft@saintlaw.org](mailto:cranft@saintlaw.org).

**The Catholic Church of the Transfiguration** in Marietta, is looking for a **director of liturgy and music**. We are a very vibrant Vatican II parish with more than 3,500 families. We are seeking someone with experience in Catholic worship and who desires to work in collaboration with a team leadership model. The position description is available upon request. Please contact [jbelle@transfiguration.com](mailto:jbelle@transfiguration.com).

**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 front office reception, updating the parish database and publishing the weekly bulletin. Requirements include strong working knowledge of the Catholic Church/teachings, proficiency in Microsoft Office, Parish Soft (ability to be trained) and excellent verbal and written communications. Please submit a cover letter with salary requirements, references and resume to [busmgr@sstmcc.org](mailto:busmgr@sstmcc.org). **No phone calls, please.**

**Our Lady of Victory Catholic School (OLV)**, a PK-8 National Blue-Ribbon School of Excellence in Tyrone, is accepting applications for a certified **first and second-grade teacher** for the 2021-2022 school year, for a combined grade level class. Teacher certification required. This is a full-time position and offers a competitive salary with excellent benefits. OLV offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send a cover letter and resume to George Wilkerson, principal, at [gwilkerson@olvpatriots.org](mailto:gwilkerson@olvpatriots.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. Thank you