



Memo

Date: August 30, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Queen of Angels Catholic School, a National Blue-Ribbon School of Excellence in Roswell, is accepting applications for a **technology teacher**, this position includes teaching computer classes for grades K-8, graphic design of marketing materials, yearbook, support in school communications and overseeing students and technical aspects of the on-site TV studio. Queen of Angels 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 Dr. Jamie Arthur, principal, at jarthur@qaschool.org.

Legionaries of Christ is seeking an **assistant to Mass program coordinator and direct marketing development officer**. This person will have the opportunity to help the Legionaries of Christ develop and maintain donor loyalty by helping to fulfil and respond to the many Mass requests received daily. Some of the responsibilities are, but not limited to, stuffing and folding all Mass confirmation letters and preparing them for mailing; assemble Mass cards and folders; prepare Mass card packets to be mailed; use sendPro mailing system to mail all Mass card packages; input Mass batches and intentions into salesforce; make and submit on a timely basis such reports; work on special projects/duties as required by the employer or as may be assigned from time to time consistent herewith; demonstrate openness and respect for the doctrines and teachings of the Roman Catholic Church, the pope and the bishops in communion with him. The right candidate will have two-three years' exp. in customer service, excellent organization, written and verbal communications skills. Proficiency in MS Office and knowledge of Salesforce software a plus. Data entry with attention to detail is important.

Compensation DOE. With assistant to Mass coordinator on the subject line, please email resume, cover letter and earning history to careers@arcol.org.

Blessed Trinity Catholic High School is seeking a long-term **substitute English teacher** beginning in early February 2022. Preference is given to candidates with prior high school teaching experience, a Bachelor Degree in English or English Education and certification in the State of Georgia. Interested and qualified candidates should send a letter of interest, resume and three current professional references to: Mrs. Nancy-Jane DiPrima, principal's assistant, Blessed Trinity Catholic High School, 11320 Woodstock Road, Roswell, GA 30075, or attached as a Word document, Google doc or PDF to resumes@btcatholic.org.

Saint Clare of Assisi Catholic Church, in Acworth, has an opening for a full-time **facilities manager**. Primary responsibilities are the preventive, routine and emergency maintenance and care of the church's buildings and property, including HVAC, plumbing, electrical and grounds, along with the campus's general upkeep. Candidate should have the expertise to perform routine repairs. Must have the ability to operate a variety of tools and power equipment and knowledge of standard practices, materials, tools and terminology of building trades. Must be computer literate. IT skills a plus. Will oversee outside contractors. Will be responsible for set up and tear down for events and some janitorial work. The Facilities Manager will work standard daily business hours, Monday through Friday, but must be available 24/7 for emergencies. Please send cover letter and resume to Fr. Tim Nadolski at frtim@stclarecc.org.

Holy Spirit Preparatory School (HSP) is seeking a **middle school faculty member**. Holy Spirit Preparatory School is a Catholic, independent Pre-K to 12 school in North Atlanta. Our Christ-centered environment prioritizes educating the whole child to be successful not only in future studies but also in his or her unique vocation. The middle school faculty at Holy Spirit Preparatory School is responsible for fostering a positive experience for every student and family sixth through eighth grade, provide classroom instruction and assist with other elements of the HSP enrichment programs. This position is also responsible for fostering a positive Holy Spirit Preparatory experience for every child in their classroom. This exempt, full-time, summer schedule position reports to the Interim Lower School Principal. Interested candidates, please apply [here](#).

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