



Memo

Date: September 6, 2021
To: Pastors/Administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, manager, Office of Human Resources
Re: Position vacancies

Pincrest Academy, in Cumming, is looking for a part-time (23 hours p/week) **campus ministry coordinator**. This position's main job is to offer logistical support for the Campus Ministry Department in Pincrest, and facilitate communications regarding campus ministry events, spiritual and apostolic reflections for the school community. Some of the responsibilities include, but not limited to event logistics, grade level retreat logistics, managing the Campus Ministry budget, coordinating liturgical events with the sacristan team and communicating campus ministry events. The Coordinator of Campus Ministry maintains close communication with the Formation Director, the campus ministers in each school, the Challenge and ConQuest clubs directors and the Communication Director. Please send resumes to Christy Thompson at careers@pincrestacademy.org.

St. Joseph Catholic School, a National School of Excellence, is accepting applications for a **certified Spanish teacher** for the 2021-2022 school year. This position is a part-time position and offers a competitive salary. St. Joseph Catholic School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment practices. If you are interested in teaching in a faith-based community setting, please send a cover letter and your resume to: St. Joseph Catholic School, Attention Dr. Patricia Allen, 81 Lacy Street, Marietta, GA, 30060. You may also email your information to pallen@stjosephschool.org.

St. Joseph Catholic School, a National School of Excellence, is seeking a **school nurse** for the 2021-2022 school year. This is a part-time position. Primary duties of the school nurse include responding to student illnesses/accidents/emergencies, administering medication and maintaining

student medical files. Qualified applicants must possess either an RN or LPN certificate. If you are interested in applying for the position, please send your resume to Patricia Allen, St. Joseph Catholic School, 81 Lacy Street, Marietta, GA 30060. You may also email your information to: pallen@stjosephschool.org or fax your information to 770-424-2960.

Cristo Rey Atlanta Jesuit High School has an opening for a part-time **operations manager** with varying hours. We are also looking for a **marketing coordinator** and **two bus drivers/food-line workers**. These are full-time positions. Drivers must be at least 25 years of age and be able to pass a background and driver's license check. Please visit [here](#) for job profile and requirements.

St. George Village, a life plan community owned by the Archdiocese of Atlanta and managed by Wesley Woods Senior Living LLC, is seeking a **billing services coordinator**. This applicant would have five years of prior experience coordinating billing, will need to have attention to detail researching and resolving any discrepancy or error if needed, coordinate and process payroll for 130 employees and work with residents to provide a high level of customer service and answer questions. It is also critical that this applicant has prior experience and can maintain confidentiality for all information related to the business office and payroll process without disclosing information outside of the administration dept. All applicants must have a clear credit checked, background check, tuberculous test, COVID-19 test and drug test. Candidates must be able to lift, push and pull up to 25 lbs., and should have reliable transportation (no bus service available). This is not a remote position. This will be an office position Monday to Friday - times flexible. Interested candidates, please send resume and cover letter to Suzanne Brown at sbrown@stgeorgevillage.org.

St. George Village, is looking for a part-time (11 p.m. - 7 a.m.) **licensed practical nurse** with a current Georgia LPN license and at least five years of experience in an assisted living/memory care environment. The ideal candidate would have previous experience managing and supervising certified nursing assistants in all areas of resident care. All applicants must have a clear credit checked, background check, tuberculous test, COVID-19 test and drug test. Candidates must be able to lift, push and pull up to 50 lbs. Should have reliable transportation (no bus service available). Please send resumes to Suzanne Brown at sbrown@stgeorgevillage.org.

The Archdiocese of Atlanta is accepting applications for a certified **elementary school teacher** for the 2021-2022 school year. This is a full-time position and offers a competitive salary with benefits. Applicants should possess a valid teaching certificate and a bachelor's or master's degree in education. If you are interested in working and teaching in a faith-based community setting, please send a cover letter and resume to Dr. Connie Urbanski, assoc. superintendent, at curbanski@archatl.com.

St. Peter Claver Catholic School, a PK-8 archdiocesan regional school in Decatur, seeks a part-time **administrative assistant**. The successful candidate will demonstrate excellent communication skills and be able to multitask in our busy front office. Qualifications include knowledge and competent use of office computer software including Office 365; a positive and service-oriented disposition; skilled in maintaining confidentiality and working within a team structure. Interested and qualified candidates are asked to submit a cover letter and resume to Susanne Greenwood, principal, via email to sgreenwood@spc-school.org.

St. Pius X Catholic High School has an immediate opening for an **assistant director of IT** specializing in Student Information Systems and Data Integrity. Qualified candidates should have a bachelor's degree, preferably with a concentration in technology and education. The ideal candidate must have demonstrated experience administering student information systems or other database systems, which includes importing/exporting data, determining system enhancements, working with relational databases, writing SQL queries, managing system customizations, database extensions and training users. Experience in PowerSchool is preferred. Proficiency in the utilization of the Microsoft Office suite, particularly Excel, is preferred. Other preferred skills include problem-solving and analyzing data. Will work closely with the Dean of Academics and Registrar to handle yearly processes and ensuring that the school's grading policies and practices are followed. Will also work with members of IT to assist with acquiring, setting up and training faculty with a new learning management system set to be launched in the fall of 2022. St. Pius X Catholic High School offers a drug-free environment and is in full compliance with federal statutes for non-discrimination in its employment. Please send detailed resume to Marsha Free, exec. assistant to the principal, at MFree@spx.org. **No phone calls, please.**

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