



Memo

Date: September 13, 2021

To: Pastors/Administrators and department heads

Cc: Parish secretaries

From: Marquita Richburg, manager, Office of Human Resources

Re: Position vacancies

The Extended Care Program (ECP) at Our Lady of the Assumption Catholic School (OLA) is looking for additional staff to augment the **teachers and aides** who work and operate the after-school program for students in pre-k through eighth grade. The program runs from 3:15 to 6 p.m. on school days and begins at 2 p.m. on Wednesdays. Candidates should be at least 21 years old and must complete VIRTUS training, drug screening and a background check. OLA offers a drug-free environment and is in compliance with federal statutes for non-discrimination in its employment practices. Please send cover letter and resume to ECP Director Janet Jovert at jjjovert@olaschool.org. **No phone calls, please.**

Regnum Christi/Legion of Christ is currently accepting applications from qualified individuals for the position of **development officer** to work in the Atlanta area. Reporting to the Atlanta Director of Development, and working closely with the Territory Development Director, fundraising team and other key support individuals and groups, the Development Officer plays a hands-on role in the full spectrum of daily operations – donor cultivation, fundraising events, outreach projects and support of marketing and communication efforts, and does what it takes for Regnum Christi to achieve its evangelization and development goals in the service of the Catholic Church. If you have a passion for benefactor cultivation and fundraising work that directly enables young men the opportunity to discern their vocation as Catholic priests, and results in a myriad of men and women coming to know and serve Christ; have natural talents for organizing and follow-through; and enjoy a self-starter work environment, then this job may be for you. For complete job description and to apply interested qualified individuals should submit a meaningful cover letter,

wage expectations and resume with Development Officer – Atlanta in the subject line [here](#).

St. Brendan Catholic Church has an opening for a full-time hourly, with full benefits, **maintenance employee**. This position is for Monday-Friday, 2-10 p.m. Occasional overtime on weekends is possible. This position reports directly to the Facilities Director. Please contact Peter Chacon at pchacon@stbrendansatl.com.

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