



Memo

Date: October 21, 2024
To: Pastors/administrators and department heads
Cc: Parish secretaries
From: Marquita Richburg, director, Office of Human Resources
Re: Position vacancies

St. Brendan in Cumming has an immediate opening for a part-time **registrar/administrative assistant**. This position works alongside the Director of Youth Faith Formation to support the team, families and volunteers. Ideal candidates are highly organized with close attention to detail and able to manage multiple projects with minimal supervision. Spanish fluency is a plus. To apply, send a cover letter and resume to Genesis Torrens, director of Youth Faith Formation, at gtorrens@stbrendansatl.com.

St. Brendan Catholic Church, Cumming, is seeking **on-call substitute preschool teachers**. Immediate positions are available for caring, enthusiastic and responsible individuals to assist with the care, learning and supervision of children in our programs. Our preschool provides a faith-based, warm environment for children 15 months to five years old. Candidates should possess a love of early childhood education and exhibit a positive, nurturing attitude. A degree or certification in education, childcare or child development is preferred but not required. To apply, contact Julie Aleksandrowicz at jaleksandrowicz@stbrendansatl.com or 770-205-07969 Ext. 19.

Marist School is seeking an experienced full-time **assistant lead teacher** for its Early Learning Center, which provides childcare and preschool programming for the children of Marist School teachers and staff. This position is responsible for supervising and managing children and helping to create activities that foster curiosity, exploration and problem-solving, tailored to the children's developmental levels. An Associate Degree in Early Childhood Education is preferred. Interested candidates should visit marist.com/careers for a full job description and to apply.

Reach for Excellence is seeking a full-time **development director**. The Development Director is hired by the **Marist School** President and reports to the Executive Director. This position is responsible for the research and identification of prospective donors; determining overall fundraising strategy; cultivation, solicitation and stewardship of donors; special event planning and implementation; gift reporting and acknowledgment, among other related fundraising and programmatic needs. The Development Director assists the Executive Director for all communications and public relations. Interested candidates should visit marist.com/careers for more information and to apply.

We encourage candidates with a passion for building relationships to apply for **Marist School's advancement officer** position. This is a fantastic opportunity to join our vibrant team in a new role as we expand the Advancement Office during an exciting phase of launching a new strategic plan and capital campaign. Your collaborative nature will thrive in our dynamic environment. If you are eager to make a difference and support Marist School's mission of forming the whole person in the image of Christ, we invite you to apply at marist.com/careers.

Please make these announcements available to your employees and published in your parish newsletter and bulletins for the month of October/November. Thank you.