



# Memo

**Date:** April 12, 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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**St. John the Evangelist**, a three-time National Blue Ribbon School of Excellence, seeks an **intermediate classroom teacher** and a part-time **student support specialist** for the 2021-2022 school year. Qualified applicants who love working with children and have a passion for Catholic education may submit a resume to [bboisis@sjecs.net](mailto:bboisis@sjecs.net).

**St. John the Evangelist School**, a three-time National Blue Ribbon School of Excellence, seeks a **technologist** for the 2021-22 school year. Job responsibilities include providing IT support and guidance for the use of technology in the school, collaborating with colleagues, delivering technology lessons to students in PK-8th grade and managing the school's 1:1 device program. Qualified candidates possess an understanding of how all the hardware, software, policies and procedures fit together in the school's technology implementation to help teachers, staff, administrators and students use technology more effectively. Candidates interested in working in a Christ-centered and family-like environment may submit resume and cover letter to [bboisis@sjecs.net](mailto:bboisis@sjecs.net).

**St. Clare of Assisi** has an immediate opening for a part-time **rectory cook**. The position is three mornings per week. Responsibilities include the following: Creating a healthy menu for the priests each week, grocery shopping and maintaining stock of kitchen supplies, cooking meals to be eaten fresh as well as to be eaten later, and cleaning of kitchen. Candidates should have prior experience working in a kitchen as a cook or chef either privately or commercially. Please e-mail resumes to [frtim@stclarecc.org](mailto:frtim@stclarecc.org).

**St. Mary Magdalene** in Newnan is looking for a part-time (17 hrs/wk) **elementary religious education and sacramental coordinator** for the Pre-K through 6th grade faith formation efforts. Microsoft Office, Parish Soft and Flocknote knowledge a plus. Sessions gather three times per week with occasional Saturday and evening meetings. The ideal candidate should be a certified catechist and have experience in the field of education or faith formation. Please send resumes to the attention of Kathy Kelly Huey at [kkhuey@smmcatholic.org](mailto:kkhuey@smmcatholic.org).

**St. Joseph Catholic School**, a National Blue-Ribbon School of Excellence, 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. 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 working in a faith-based community setting, where you will experience the warmth of a great school community, please send a cover letter and resume to Dr. Patricia Allen, Principal, at [pallen@stjosephschool.org](mailto:pallen@stjosephschool.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 April. Thank you