



# Memo

**Date:** November 8, 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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**Our Lady of the Assumption Catholic School**, a PK-8 twice-recognized National Blue-Ribbon School of Excellence, in Brookhaven, is accepting applications for certified teachers to fill **long-term substitute** positions for the 2021-2022 school year. Teacher certification required. 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 Lisa Cordell, principal, at [lcordell@olaschool.org](mailto:lcordell@olaschool.org). **No phone calls please.**

**Our Lady of the Assumption Catholic School (OLA)** in Atlanta is looking for **additional staff** for the after-school program to augment the teachers and aides who work and operate it, 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](mailto:jjjovert@olaschool.org). **No phone calls please.**

**St. George Village** has full- and part-time openings for **servers** in their main dining room. Qualified candidates would have experience serving in a courteous and professional manner with a sense of urgency during high and low service times; have knowledge of menus; perform pre-opening and closing checklist duties as assigned by the dining room manager, assistant dining room manager or team leader; be responsible for full-service dining, such as serving and bussing a wide variety of dishes (all meats, assorted vegetables, desserts and beverages of choice, including alcohol that resident may bring into the dining areas). Must be able to pass a background check, drug test and

tuberculous test and be able to lift, push or pull up to 50 lbs. St. George Village does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status. Please email your resume to Suzanne Brown at [sbrown@stgeorgevillage.org](mailto:sbrown@stgeorgevillage.org).

**St. George Village** is seeking a **CDL passenger endorsed bus driver** who could assist us in transporting our residents to and from outings, shopping trips, doctor appointments in the Atlanta and Roswell areas and on scenic rides. Qualified applicants should be over 21, have a clean driving history, CDL passenger endorsed Class B Driver's license (passenger endorsed) with a medical examiners card and a clear tuberculous, drug test and COVID-19 test. St. George Village does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability or veteran/Reserve/National Guard status. Please email your resume to Suzanne Brown at [sbrown@stgeorgevillage.org](mailto:sbrown@stgeorgevillage.org).

**Pinecrest Academy** is looking for a **high school principal** (hereafter, the Principal). This position is a member of the academy's senior leadership team and reports directly to the head of the school. The Principal is charged with the comprehensive responsibility for all activities involving students and faculty in the high school. The Principal's direct reports include the Registrar, the High School Dean of Students, the High School Counselor, Administrative Assistant and high school faculty and substitutes. Pinecrest Academy is located in South Forsyth, just minutes from Alpharetta, Milton, Johns Creek, Duluth and Suwanee. Our mission is to form our students into Christian leaders who will transform society. To apply, please visit our [website](#) and email a resume and cover letter to [careers@pinecrestacademy.org](mailto:careers@pinecrestacademy.org).

**St. Thomas the Apostle Catholic Church**, in Smyrna, seeks a full-time **bilingual (English/Spanish) youth minister**. We are looking for a dynamic candidate with a thorough knowledge of Catholic teachings and strong motivation to work with an established Life Teen program assisting youth on their spiritual journey. This role is responsible for all confirmation activities as well as coordination of youth outreach, "Life Nights," retreats, fundraising and volunteer recruitment for the program. A 40-hour workweek is expected with the flexibility to handle nights, weekends and some overnights as required. An ideal candidate will be a practicing Roman Catholic who values the practice of the faith and the moral teachings. The candidate should be a self-starter that will take initiative to build up our ministry among the youth. A bachelor's degree in Religious Education or theology is preferred with a minimum of two years' experience working within youth ministry or a related experience supervising youth. Please send resume with salary requirements to: Saint Thomas the Apostle Religious Education Department, Attention: Sue Senecal, DRE 4300 King Springs Rd. Smyrna, GA. 30082 or via email: [ssenecal@stthomastheapostle.org](mailto:ssenecal@stthomastheapostle.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 November. Thank you